

**File #:**

*62-116395*

---

**Serial Scope:**

*348 Only*

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- 2 - Mr. J. A. Mintz  
(1 - Mr. J. B. Hotis)
- 1 - Mr. W. R. Wannall
- 1 - Mr. W. O. Cregar

The Attorney General

July 22, 1975

Director, FBI

- 1 - Mr. J. E. Reilly
- 1 - Mr. H. W. Dare, Jr.

UNITED STATES SENATE SELECT  
COMMITTEE ON INTELLIGENCE ACTIVITIES

Reference is made to memorandum from Senate Select Committee, dated April 30, 1975, and appendices thereto, requesting certain documents and other information from the FBI and subsequent request to this Bureau from Staff Member Mark Gitenstein.

Enclosed for your approval and forwarding to the Committee is the original of a memorandum containing a response to one of the Committee's requests.

A copy of this memorandum is being provided for your records.

Enclosures (2)

62-116395

- 1 - The Deputy Attorney General  
Attention: K. William O'Connor  
Special Counsel for  
Intelligence Coordination

REC-107

46372 348

HWD:lek

(10)

ENCLOSURE

3 JUL 16 1975  
SEE NOTE PAGE TWO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/2000 BY SP8 RUM/mab  
MAR-16

- Asst. Dir. \_\_\_\_\_
- Adm. Serv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Plan. & Eval. \_\_\_\_\_
- Spec. Inv. \_\_\_\_\_
- Training \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

MAIL ROOM

TELETYPE UNIT

The Attorney General

NOTE:

This matter has been coordinated with James E. Reilly, Training Division, who had contacted the various division representatives in an effort to obtain the specific forms requested by captioned Committee. During the canvass of division representatives throughout the Bureau, certain concerns were expressed concerning the furnishing of a few select forms to the Committee. However, after discussion regarding this matter, it was concluded that these specific forms would not endanger any sensitive methods or techniques currently being utilized by this Bureau. SA Howard W. Dare, Jr. has personally reviewed each form requested by the Committee and is in agreement with the above-mentioned conclusion. It should be noted that the Committee in its request for certain forms listed FD-185a - Performance Rating Guide for Clerical Personnel. FD-185a refers to Performance Rating Guide for Investigative Personnel. FD-185b refers to Performance Rating Guide for Clerical Personnel. Therefore, both FD-185a and FD-185b are being made available for the Committee staff, since it is not clear as to exactly which form the Committee desires. The following divisional representatives approved making available for review to the SSC attached respective divisional forms.

Division 1 - Frank B. Still  
Division 2 - No Forms  
Division 3 - Fred Woodworth  
Division 4 - Homer Hauer  
Division 5 - Howard W. Dare and Robert A. Bermingham  
Division 6 - No Forms  
Division 7 - Kier T. Boyd & John P. Wilgus  
Division 8 - Edward H. Gooderham  
Division 9 - No Forms  
Division 10 - J. Allison Conley  
Division 11 - No Forms  
Division 12 - Charles D. Neudorfer

NOTE CONTINUED PAGE THREE

The Attorney General

NOTE CONTINUED:

After a review of the attached "FD" and "O" forms, by James E. Reilly and SA Howard W. Dare, Jr., it appears that no reason exists to deny the SSC access to these forms.

62-116395

- 2 - Mr. J. A. Mintz  
(1 - Mr. J. B. Hotis)
- 1 - Mr. W. R. Wannall
- 1 - Mr. W. O. Cregar
- 1 - Mr. J. E. Reilly
- 1 - Mr. H. W. Dare, Jr.  
July 2, 1975

UNITED STATES SENATE SELECT  
COMMITTEE TO STUDY GOVERNMENTAL  
OPERATIONS WITH RESPECT TO  
INTELLIGENCE ACTIVITIES

RE: FILING SYSTEM

Reference is made to memorandum from captioned Committee dated April 30, 1975, and the appendices thereto, which contained requests for documents and other information from the FBI. In connection with Part four, concerning the FBI's filing system and printed forms utilized by this Bureau, a response was made to your request by our memorandum dated May 22, 1975, which forwarded to you Tables of Contents setting forth FBI forms currently being utilized.

Pursuant to subsequent request of Staff Member Mark Gitenstein that certain FBI forms be made available for review, please be advised that we currently have such material available for review at FBI Headquarters by appropriately cleared personnel of the Committee.

1 - The Attorney General

HWD:lek<sup>lek</sup>  
(9) ORIGINAL AND COPY SENT THE ATTORNEY GENERAL

- Assoc. Dir. \_\_\_\_\_
- Dep. AD Adm. \_\_\_\_\_
- Dep. AD Inv. \_\_\_\_\_
- Asst. Dir.:
- Admin. \_\_\_\_\_
- Comp. Syst. \_\_\_\_\_
- Ext. Affairs \_\_\_\_\_
- Files & Com. \_\_\_\_\_
- Gen. Inv. \_\_\_\_\_
- Ident. \_\_\_\_\_
- Inspection \_\_\_\_\_
- Intell. \_\_\_\_\_
- Laboratory \_\_\_\_\_
- Plan. & Eval. \_\_\_\_\_
- Spec. Inv. \_\_\_\_\_
- Training \_\_\_\_\_
- Legal Coun. \_\_\_\_\_
- Telephone Rm. \_\_\_\_\_
- Director Sec'y \_\_\_\_\_

ENCLOSURE

MAIL ROOM

TELETYPE UNIT

62-116395-348

Volume I

- FD-1c X Assignment Card
- FD-4 X Routing Slip
- FD-9 X Identification Record Request
- FD-29a X Administrative Report
- FD-37 X Explanation of Charge for Information
- FD-56 X Stop Notice
- FD-57 X Mail Cover Index Card
- FD-61 X Identification Order or Check Circular Request
- FD-67 X Acknowledgment of Transfer Orders
- FD-122 X Recommendation for Preparation of, or change in, ADEX Card
- FD-128 X Letter Changing Office of Origin in Security Cases
- FD-132 X Request for Approval of Local Police School and/or Assignment of Bureau Instructors
- FD-159 X Record of Information Furnished Other Agencies
- FD-160 X Indices Search Slip

*SSC request  
from staff member  
Merk Gatenstein  
HWS*

FD-165 X FBI Field Office Wanted-Flash-Cancellation Notice

FD-185a X (b) Performance Rating Guide for Clerical Personnel - 185 b

- FD-186 X Memorandum re Posting of Information on ADEX Card
- FD-190 X Interview Form
- FD-192 X Bulky Exhibit - Inventory of Property Acquired as Evidence
- FD-193 X Report of Exit Interview and Separation
- FD-65 X Fugitive Form Letter

*4/11/70*

Volume II

- FD-203 X Memorandum Requesting Investigation in Security Cases and Extremist Matters
- FD-204 X Investigative Report

10/10/2000  
CLASSIFIED BY SP2 RML/lmf  
DECLASSIFY ON: 25X 6

*MOR-16  
102-116375-3458 HWS*

Volume II (cont.)

FD-209 ~~X~~ Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants

FD-220 ~~X~~ Deserter Fugitive Airtel

FD-220a ~~X~~ Deserter Fugitive Airtel (copy for Armed Forces)

FD-221 ~~X~~ Confidential Fund Receipt Executed by Special Agent

FD-221a ~~X~~ Request for Funds for Payment to Informant

FD-237 ~~X~~ Criminal Informant Review Sheet

FD-238 ~~X~~ Security Informant Review Sheet

FD-251 ~~X~~ Film Pack Log

FD-263 ~~X~~ Cover Page Accompanying Investigative Report

FD-264 ~~X~~ Job Qualification Statement of Position of Radio Maintenance Technician

FD-297 ~~X~~ Log for Technical Surveillance

Volume III

FD-302 ~~X~~ Form for Reporting Information That May Become Testimony (preinserted carbon)

FD-305 ~~X~~ Last Cover Page for ADEX Report

FD-306 ~~X~~ Cover Sheet for Informant Report or Material

FD-318 ~~X~~ Questionnaire for Applicants for Radio Maintenance Technician Positions

FD-320 ~~X~~ FBI Case Status Form

FD-334 ~~X~~ Crypto Log

FD-338 ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports

FD-338a ~~X~~ Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule

FD-342 ~~X~~ Dissemination Routing Slip - Local Intelligence Agencies

Volume III (cont.)

- FD-348 X Informant Index Card
- FD-356 X Request for Agency Check
- FD-365 X Airtel - Summary of Complaint
- FD-366 X Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects
- FD-371 X Monthly Letter re Dissemination of Criminal Information
- FD-374 X Monthly Progress Letter for Criminal Informant Program
- FD-375 X Training Agreement
- FD-377 X Extremist Informant Review Sheet
- FD-379 X Request for Interview Authorization re Contact Cases
- FD-380 X Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)
- FD-394 X Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)
- FD-398 X Verification of Information Concerning Bombing Suspects

Volume IV

- FD-401 X Extremist or Security Informant Progress/Justification Letter
- FD-405 X Extremist Informants Statistical Report
- FD-405a X Areas of Informant Development
- FD-405b X Informants Accomplishments
- FD-406 X Authority to Release Information
- FD-417 X Dissemination Routing Slip
- FD-432 X Photograph Album, Extremist or Arab
- FD-432a X Cover Letter for Form FD-432



## Volume IV, (cont.)

- FD-439 Quarterly Statistical Report of Security Informants
- FD-449 <sup>(S)</sup> [SOBIR - INS Record Check] <sup>(S)</sup>
- FD-450 Computerized Telephone Number File (CTNF) Entry and Search Request
- FD-451 Security Informants, Assets, and Sources Monthly Status Report
- FD-451a Security Informant and Asset Accomplishments
- FD-451b Areas of Informant and Asset Development
- FD-460 Request for Advance of Funds
- FD-463 FM Radio Installation Data
- FD-464 Identification or Credential Card Request
- FD-472 Telephone Device Consent
- FD-473 Body Recorder/Transmitter Consent
- FD-478 List of Files Destroyed
- FD-479 Files and Records Destruction Order

## Volume V

f-12 Wanted-Flash-Cancellation Notice

IDENTIFICATION DIVISION

Volume I

1-39 X Stop Notice  
Technical Section

1-40 X Letter Advising Domestic Contributors of Results of Fingerprint  
Searches Conducted in Foreign Countries (thin white discontinued -  
per Goodwin 5/16/72 - GR/fk)  
Recording Section

1-42 X Stop Notice  
Card Index Section

Volume V

1-381 X Routing Slip to Security Office or Intelligence Unit of Federal  
Agencies re Sex Perverts and Persons Arrested for Major Crimes  
Posting Section

ADMINISTRATION DIVISION

Volume II

3-117X Analysis of Separation - Field Office and FBIHQ Personnel Section, Personnel Services Unit, Personnel Actions Sub-division

Volume III

3-313X Automobile Sign-in and Sign-out Record (formerly 2-99) and prior to that 3-313)  
Mechanical Section

3-339X Confidential Material Receipt  
Mechanical Section, Stock Room

Volume IV

3-501X Credential Work Sheet  
Exhibits Section

Volume V

3-556X Car Schedule  
Front Office, Administrative Review Unit

Volume VI

3-617X Telephonic Request re Credit or Service Record Inquiry Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-618X Routine Resignation Acceptance Letter - Employment Agreement Fulfilled (thin white and M&T blocked yellow available)  
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-619X Routine Resignation Acceptance Letter - Employment Agreement Not Fulfilled (thin white and M&T blocked yellow available)  
Personnel Section, Personnel Services Unit, Personnel Actions Subdivision

3-625X Check-off List re Leads in Bureau Applicant Investigations  
Personnel Section, Personnel Services Unit, Personnel Briefing, SAC Memoranda and Agent Reallocation Unit

FILE AND COMMUNICATIONS DIVISION

Volume I

- 4-22 X Search Slip  
Records Section, Name Searching Unit  
Service Unit
- 4-22b X Search Slip (short)  
Records Section, Name Searching Unit
- 4-31 X Stop Card  
Records Section, Mail Room
- 4-50 X Serial Charge-Out  
Records Section, Personnel Records
- 4-56 X Stop Card  
Records Section, Personnel Records  
Routing Unit
- 4-91 X Mail or Abstract Request  
Records Section, Consolidation  
Numbering

Volume III

- 4-312 X Permanent Serial Charge-Out (JUNE Mail)  
Records Section, Filing Unit
- 4-356 X Agent Cover Sheet for File  
Records Section, Personnel Records
- 4-508 X Individual Record for Work on Expedite Processing  
Records Section, Routing Unit

Volume IV

- 4-650 X Memorandum to Determine Continued Maintenance of File in  
Special File Room  
Records Section, Filing Unit
- 4-651 X Expedite Processing Removal Record  
Records Section, Routing Unit
- 4-674 X Serial Removal Charge Out - National Security  
Electronic Surveillance File  
Records Section, Filing Unit
- 4-677 X "Expedite Processing" Inquiry  
Records Section, Routing Unit

FBI LABORATORY

Volume I

[7-46] (S) [Memorandum Transmitting Source 3 Material to the National Security Agency (unblocked original)] (S)

Volume II

7-50 X Frequency Count Form  
7-66 X Technical Equipment Form (thin white and M&T blocked yellow available)  
7-77 A Technical Experience (Performance Ratings)  
Engineering Unit, Radio Engineering Section  
7-79 X Letter Requesting Technical Information and Specifications  
(bond, thin white with heading, and M&T blocked thin yellow available)  
All Sections

Volume III

7-102 X COMSEC (Communications Security) Equipment Status  
Cryptanalysis-Gambling-Translation Section  
7-116 X Transmittal Letter for Return of Documents to Department of  
Housing and Urban Development (thin white and M&T blocked  
yellow available - per Mortimer 8/1/71)  
Document Section  
7-124 X Certification Concerning Use of Voiceprint  
Examination Results (white bond only)  
Radio Engineering Section, Security - Countermeasures Unit

INTELLIGENCE DIVISION

All forms included in this section.

EXTERNAL AFFAIRS DIVISION

Volume I

8-25~~X~~

Christmas Card Record Showing Number of Cards for Different Years - Sent, Received, Acknowledged (3x4 13/16 inches - per instructions of Miss Gandy) available in white for Director's personal cards; available in yellow and pink for use in Correspondence and Tours Section, External Affairs Division; formerly 4-406)  
Director's Office; Correspondence Unit, Correspondence and Tours Section

Volume II

8-119~~X~~

Letter to Field Requesting Interesting Cases (I.C.)  
Publications Unit, Research Section

8-159~~X~~

Media Contact Card  
Front Office, Research Section

8-160~~X~~

Perforated Mail Tag for Director's Office and Mail Room (green)  
Correspondence Review Unit, Correspondence and Tours Section

INSPECTION DIVISION

Volume I

- 10-3 X Record of Inspection (Field, Foreign Office, or FBIHQ Division)  
(formerly 2-31)
- 10-6a X Inspectors Master Case Sheet (Informants)
- 10-16 X Inspectors' Informant Rating

COMPUTER SYSTEMS DIVISION

Volume I

- 12-7 ~~+~~ Confidential Voucher Register (Office) (formerly 3064)  
Data Processing Section, Voucher Unit
- 12-12 ~~+~~ Letter re Advance of Funds (formerly 3-169) (thin white and  
unblocked yellow available)  
Data Processing Section, Voucher Unit
- 12-19 ~~+~~ Confidential Receipt (formerly 3-308) (white bond and green  
bond - 25 sets to a book)  
Data Processing Section, Voucher Unit
- 12-20 ~~+~~ Payments to Informants Work Sheet (formerly 3-318)  
Data Processing Section, Voucher Unit
- 12-24 ~~+~~ Weekly Divisional Count of Employees (formerly 4-337, 3-392)  
Data Processing Section, Personnel Statistics Subunit
- 12-35 ~~+~~ ADEX Card (formerly 4-590, 3-435) (white, buff, green, yellow,  
blue - per Mr. Davis 9/19/72)  
Data Processing Section, ADPU\*

Volume II

- 12-64 ~~+~~ Agent and Squad Performance (formerly 3-571)  
Data Processing Section, ADPU\*



Volume I

- 0-2 X Memorandum for Data Processing Section
- 0-4 X Invoice of Contents (thin white)
- 0-4a X Invoice of Contents (yellow copy of 0-4)
- 0-7 X Routing Slip to the Field  
(consolidated with 0-24 and 0-25)
- 0-14 X Routing Slip from Bureau to Other Government Agencies

[0-14e X Routing Slip to:  
 Director  
 Central Intelligence Agency  
 Attention: Chief, Personnel Security Division

0-14f X Routing Slip to:  
 Director  
 Central Intelligence Agency  
 Attention: Deputy Director for Operations

[0-14h X Routing Slip to:  
 Assistant Chief of Staff for Intelligence  
 Department of the Army

0-14w X Routing Slip to: Director, NSA

0-14y X Routing Slip to: US Army Intelligence Command DELETED

4/30/75

Volume II

0-41 X Abstract (yellow and pink)

0-75 X Reply to Department re Technical Coverage Division V and IX  
 (deleted 4/29/75)

DELETED  
 4/29/75

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

TABLE OF CONTENTS  
INTELLIGENCE DIVISION

SSC request  
from staff  
number mark  
Gaterslein  
62

VOLUME I

- 5-1 ✓ .... Publications Routing Slip to the Field  
IS-3
- 5-2 ✓ .... Weekly Delinquency Report  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3
- 5-6 ✓ .... ROUTING SLIP (Rev. 6/19/75)
- 5-7 ✓ .... ROUTING SLIP
- 5-9 ✓ .... ROUTING SLIP
- 5-9a ✓ .... ROUTING SLIP
- 5-10 ✓ .... ROUTING SLIP
- 5-15 ✓ .... ROUTING SLIP
- 5-18 ✓ .... ROUTING SLIP
- 5-31 ✓ .... Letter to the Commissioner, RCMP, Requesting  
Investigation in Canada  
(thin white letterhead available)  
CI-3, CI-4
- 5-32 ✓ .... Publications Subscriptions Record  
IS-3
- 5-34 ✓ .... Letter to Field re Foreign Police Cooperation  
Cases (RCMP)  
(thin white available)  
CI-3, CI-4
- 5-38 ✓ .... Letter to the Commissioner, RCMP, Transmitting  
Results of Investigation  
(thin white letterhead available)  
CI-3, CI-4

- 5-46 ✓ ..... Russian Official Index Card  
CI-1
- 5-59 ✓ ..... Work Status Report  
CI-2
- 5-59b ✓ ..... Work Status Report  
CI-1
- 5-63 ✓ ..... Report Register  
IS-2
- 5-78 ✓ ..... ROUTING SLIP
- 5-80 ✓ ..... Monthly Statistical Tabulation  
CI-1, CI-2
- 5-81 ✓ ..... Monthly Recapitulation  
CI-1, CI-2
- 5-86 ✓ ..... Soviet Diplomatic Couriers Arrival - Departure Record  
CI-1
- 5-86a ✓ ..... Follow-up Sheet for Soviet Diplomatic Couriers  
Arrival - Departure Record  
CI-1
- 5-87 ✓ ..... ROUTING SLIP
- 5-88 ✓ ..... Stop Notice *Deleted 5-14-75*  
CI-1, CI-2
- 5-90 ✓ ✓ ..... Mail Count Analysis  
CI-1, CI-2, CI-3, CI-4,  
IS-1, IS-2, IS-3

TABLE OF CONTENTS  
INTELLIGENCE DIVISION

VOLUME II

- 5-109 ✓ .... Index Card - Book Review Control  
IS-3
- 5-113 ✓ .... Informative Note (4x5½)  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3
- 5-113a ✓ .... Informative Note (5½x8)  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3
- 5-118 *2.3.71* Index Card - Bureau Informant 200 Program *Deleted 5-14-85*  
CI-1
- 5-122 *2.3.71* Reevaluation of Cases Concerning Soviet-bloc and  
Yugoslav Officials in U. S.  
CI-1
- 5-123 ✓ .... Periodic Record - Foreign Police Cooperation Matters  
(thin white available)  
5-127 ✓ CI-3, CI-4
- 5-128 ✓ .... Xerox Requisition  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3  
WFO
- 5-137 ✓ .... Routing Slip to Defense Intelligence Agency (DIA)  
CI-1, CI-2, CI-3  
IS-1, IS-2
- 5-138 ✓ .... Routing Slip to Director, EUR/SES, Department of State  
CI-1, CI-2  
IS-2
- 5-140 ✓ .... Receipt for Mail Delivered by Intelligence Division  
CI-4

- 5-141 ✓ .... Routing Slip for Distribution of Information  
Disseminated to White House  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3
- 5-143 ✓ .... ROUTING SLIP
- 5-148 ✓ .... Supply Requisition  
CI-1, CI-2, CI-3, CI-4  
IS-1, IS-2, IS-3
- 5-151 ✓ .... Letter to Department of State and Assistant Attorney  
General (AAG) re Present or Planned Travel by Security  
Subjects Outside the United States  
(thin white with heading, thin white without heading,  
and M&T blocked yellow available)  
IS-1, IS-2
- 5-153 ✓ .... Authorization for Designation of, and Payments to,  
Certain Informants  
(thin white available)  
CI-3  
IS-1, IS-2
- 5-153a ✓ .... M&T Blocked Yellow of Form 5-153 (with Attention: line  
CI-3  
IS-1, IS-2
- 5-160 ✓ .... Internal Receipt for NATO Documents Classified "SECRET"  
CI-4
- 5-161 ✓ .... Reply to USAINFC (United States Army Intelligence  
Command), Department of the Army, re Security Subjects  
~~(no thin copy for Army - Horner for 5-154, Norie and  
Floyd for 5-161)~~  
CI-2  
IS-2
- 5-161a ✓ .... Thin White (without heading) (with special instructions  
to the SAC); M&T Blocked Yellow of Form 5-161 (see  
File 6G-3482-7231 - memo 2/10/72)  
IS-2
- 5-162 ✓ .... Data re Soviet-bloc Subjects (for New York Office)  
(white bond with red ink)  
CI-1, CI-2

- [5-162a]<sup>(S)</sup> ✓ .... Data re Soviet-bloc Subjects (for Washington Field Office)  
(white bond with red ink)  
CI-1, CI-2
- [5-162b]<sup>(S)</sup> ✓ .... Data re Soviet-bloc Subjects (for San Francisco Office)  
(white bond with red ink)  
CI-1, CI-2
- [5-162c]<sup>(S)</sup> ✓ .... Data re Soviet-bloc Subjects (for Chicago Office)  
(white bond with red ink)  
CI-1, CI-2
- 5-163 ✓ .... Transmittal Communication to LEGAT Offices re  
Information for Extremist Photograph Album  
IS-1
- 5-164 ✓ .... Special Records Form  
IS-3
- 5-165 ✓ .... Routing Slip to Director, Office of Investigations  
and Security (Commerce)  
CI-1

TABLE OF CONTENTS  
INTELLIGENCE DIVISION

(Forms used in Offices of Legal Attaches)

*SSC request  
from Staff Member  
Mark Gasterstein  
Acy*

VOLUME III

- LEG-1 ✓ ..... Foreign Transmittal Card (formerly 5-21) (3x5 card)  
CI-4
- LEG-2 ✓ ..... Office Advance and Expenses (formerly 5-43) (white bond)  
CI-4
- LEG-2a ✓ ..... Expense Account (totals sheet used in connection with  
LEG-2; formerly 5-51a and 5-43a) (white bond)  
CI-4
- LEG-5 ✓ ..... Transmittal Letter to Bureau Enclosing Material for  
Translation (formerly 5-119) (original on thin white;  
unblocked thin yellow available)  
CI-4
- LEG-6 ✓ ..... Routing Slip for Routine Correspondence with Outside  
Agencies (formerly 5-135) (white bond)  
CI-4
- LEG-7 ✓ ..... Letter to Bureau Indicating Dissemination of Security  
Information to Foreign Agencies (formerly 5-142)  
(original on thin white; unblocked thin yellow  
available)  
CI-4
- LEG-8 ✓ ..... Report on Funds Spent Abroad (formerly 3-549)  
(white bond)
- LEG-9 ✓ ..... Name-Check Request (thin white only)  
CI-4

(Filed in 66-3482-7584 - Bulet  
to LEGATS 4/24/74)

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C. 20535

Addressee: SENATE SELECT COMMITTEE ~~2~~ 2

LTR  LHM  Memo  Report dated 7/23/75

U. S. Senate Select Committee. Re: Filing

Caption of Document: System. (Part 4, SSC request

4/30/75).

Originating Office: FBI

Delivered by: Richard J. Taylor, Jr. Date: 7/8/75 <sup>1:30 PM</sup>

Received by: [Signature]

Title: Office Manager

Return this receipt to the Intelligence Division, FBI

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/2000 BY SP2 RUM/lum F  
MDE-16

File  
5-TAL

61-116395-



TO: Intelligence Community Staff  
ATTN: Central Index

FROM:  
Federal Bureau of Investigation

SUBJECT: Abstract of Information Provided to Select Committees

1. HOW PROVIDED (check appropriate term. If a document was made available for review but not transmitted, so note.)

2. DATE PROVIDED

7/2/75

DOCUMENT     BRIEFING     INTERVIEW     TESTIMONY     OTHER

3. TO WHOM PROVIDED (check appropriate term; add specific names if appropriate)

<input checked="" type="checkbox"/>	SSC	<b>Charity Benz, Office Manager</b>
	HSC	

4. IDENTIFICATION (provide descriptive data for documents; give name or identification number of briefer, interviewee, testifier and subject)

**Filing system**

5. IN RESPONSE TO (list date and item number if in response to formal request, otherwise state verbal request of (name), initiative, subpoena, etc.)

**SSC letter 4/30/75**

6. CLASSIFICATION OF INFORMATION (enter U, C, S, TS or Codeword)

"U"

7. KEY WORDS (enter the appropriate key words from the list provided separately; if key words not listed are used underline for emphasis)

**Operating procedures**

8. SUMMARY (see reverse side before completing this item)

At SSC request, Committee was furnished for review a representative number of FBI forms used during course of FBI operations from an administrative and investigative standpoint.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/2008 BY SP8 ALM/lmf  
m DR-16

62-116395

**TREAT AS YELLOW**

5-TJM

TJM:1hb  
(4)

ORIGINAL VIA LIAISON TO CENTRAL COMMUNITY INDEX IN CONNECTION WITH SENSTUDY 75.

## INSTRUCTIONS

- Type or print clearly in ink.
- Indicate classification of the abstract top and bottom.
- Date the abstract and put on any internal control numbers required.
- "FROM" entry should clearly identify the organization providing the information.
- If additions (as when a copy of document sent to SSC is later sent to HSC) or changes to a previously submitted form are necessary, submit a copy of the original abstract, with the change indicated.

SPECIFIC ITEM NO. 8. SUMMARY - enter brief narrative statement describing substance of information and showing relationship to Intelligence Community matters if appropriate. Any feedback or evidence of investigatory interests should be noted. Commitments made to supply additional information should be noted. Additionally, certain administrative information may be entered here, e.g., restrictions on review of a document, if document was paraphrased, whether interviewee is current or former employee, etc. If actual document or transcript is provided, that fact should be noted and no summary is required. Additional pages may be attached if necessary.



Routing Slip  
FD-4 (Rev. 3-1-73)

To:  Director

Date \_\_\_\_\_

Att.: \_\_\_\_\_ FILE \_\_\_\_\_

SAC \_\_\_\_\_ Title \_\_\_\_\_

ASAC \_\_\_\_\_

Supv. \_\_\_\_\_

Agent \_\_\_\_\_

SE \_\_\_\_\_

SC \_\_\_\_\_

CC \_\_\_\_\_

Steno \_\_\_\_\_

Clerk \_\_\_\_\_  Rotor #: \_\_\_\_\_

**FD-4**

RE: \_\_\_\_\_

**ACTION DESIRED**

- |  |   |
|--|---|
| <input type="checkbox"/> Acknowledge   | <input type="checkbox"/> Open Case  |
| <input type="checkbox"/> Assign _____ Reassign _____                             | <input type="checkbox"/> Prepare lead cards   |
| <input type="checkbox"/> Bring file  | <input type="checkbox"/> Prepare tickler  |
| <input type="checkbox"/> Call me   | <input type="checkbox"/> Return assignment card   |
| <input type="checkbox"/> Correct   | <input type="checkbox"/> Return file  |
| <input type="checkbox"/> Deadline _____  | <input type="checkbox"/> Search and return  |
| <input type="checkbox"/> Deadline passed   | <input type="checkbox"/> See me   |
| <input type="checkbox"/> Delinquent  | <input type="checkbox"/> Serial # _____   |
| <input type="checkbox"/> Discontinue   | <input type="checkbox"/> Post <input type="checkbox"/> Recharge <input type="checkbox"/> Return |
| <input type="checkbox"/> Expedite  | <input type="checkbox"/> Send to _____  |
| <input type="checkbox"/> File  | <input type="checkbox"/> Submit new charge out  |
| <input type="checkbox"/> For information   | <input type="checkbox"/> Submit report by _____   |
| <input type="checkbox"/> Handle  | <input type="checkbox"/> Type   |
| <input type="checkbox"/> Initial & return  |   |
| <input type="checkbox"/> Leads need attention                                    |   |
| <input type="checkbox"/> Return with explanation or notation as to action taken. |   |

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HEREIN IS UNCLASSIFIED  
DATE 05/20/00 BY SP/AM/MLC  
MOR-16

SAC \_\_\_\_\_

See reverse side Office \_\_\_\_\_

INSTRUCTIONS

1. This form may be submitted in legible hand printing.
2. Use separate form for each individual on whom record is requested.
3. Make effort to furnish FBI identification number, law enforcement identification number, or military service number.
4. Furnish descriptive data and fingerprint classification only when FBI number not available.
5. Indicate office for reply in lower right corner only. Also list in lower right corner all offices which should receive copies of available records. Include carbon of FD-9 for each office receiving copies and forward with original to Bureau.
6. Do not fill in block in lower left corner.

To: DIRECTOR, FBI                      Attention: Identification Division                      Date \_\_\_\_\_

Re \_\_\_\_\_  
Field File No. \_\_\_\_\_

Furnish The Known Identification Record of the Following:

Name	FBI No.
	Other No.

Aliases \_\_\_\_\_

Sex	Race	Birth Date	Birthplace	Residence		
Height	Weight	Build	Hair	Eyes	Complexion	Age

Fingerprint Classification	Scars, marks and tattoos
----------------------------	--------------------------

Also Furnish:

Photo

Fingerprints

Handwriting Specimens

FD-9

Identification Division's Reply

On basis of information furnished, unable to identify:

Criminal Files       Civil Files       All Files

Record Attached

Photo Attached

Photo Not Available

Fingerprints Attached

Handwriting Specimen Attached

Return Reply to: SAC, \_\_\_\_\_

Send Copies To: \_\_\_\_\_

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DATE 10/04/01 BY SP2 RUM/AMF  
mbr-16

ADMINISTRATIVE REPORT

PAGE \_\_\_\_\_

Office \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

CLASSIFICATION	1	2		3	4	5						
	TOTAL MATTERS PENDING BEGINNING OF PERIOD	MATTERS RECEIVED DURING PERIOD		GRAND TOTAL DURING PERIOD	TOTAL MATTERS CLOSED DURING PERIOD	MATTERS PENDING AT END OF PERIOD						
		HERE				OTHER OFFICES			TOTAL (g)			
		ACTIVE	INACTIVE			ACTIVE	INACTIVE					
			ASGND. (a)				ASGND. (b)	UN-ASGND. (c)		ASGND. (d)	ASGND. (e)	UN-ASGND. (f)
			Other Offices									

FD-29a

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 DATE 6/04/2000 BY SP8 DMJ/mf  
 mdr-16

BLUE SLIP

Date: \_\_\_\_\_

Place: \_\_\_\_\_

ITEM NO. \_\_\_\_\_

I certify that \$ \_\_\_\_\_ was paid (per attached Form FD-221)

amount

to \_\_\_\_\_

on \_\_\_\_\_ in connection with an official investigation

date

entitled \_\_\_\_\_

and that payment was made as explained below.

Authority: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Receipt Attached:  Yes  No Have payments been made by other Offices?  Yes  No  
If Yes, list Offices under details.

Services: \$ \_\_\_\_\_ Federal Income Tax Withheld \$ \_\_\_\_\_

Expenses: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Details: \_\_\_\_\_

FD-37

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DATE 10/14/00 BY SP/AM/mt  
MAR-16

Approved:

Signed \_\_\_\_\_

Disapproved:

Title \_\_\_\_\_

Assistant Director  
Administrative Division

Approved \_\_\_\_\_

Special Agent in Charge

FD-56

**STOP NOTICE**

FD-56 (Rev. 11-9-66)

OO \_\_\_\_\_  
(File & Serial No.)

\_\_\_\_\_  
(Subject or Property)

PLACED BY \_\_\_\_\_  
(Office) (File No.)

VIA \_\_\_\_\_  
(Identify communication placing stop)

ON \_\_\_\_\_ WITH \_\_\_\_\_  
(Date)

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DATE 10/14/2006 BY SP8/MLT/mf  
MOR-16



FD-57

City		File & Serial Number
Name of Person		
Address		<input type="checkbox"/> Security
		<input type="checkbox"/> Fugitive
		<input type="checkbox"/> Other
Date Cover Placed	Period	
	From -	To -
Placed by		
Special Agent		

Mail Cover Index Card  
FD-57 (6-25-73)

~~ALL INFORMATION CONTAINED~~  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2006 BY SP8 RUM/DMF // TJ  
MAR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

SUBJECT:

FD-61

It is requested that an  Identification Order  Check Circular be issued for

**Complete the following:**

1. Reasons why this action believed desirable:

2. A. Has inquiry been made of all Motor Vehicle and Driver License Bureaus for possible information concerning fugitive under his true name and known aliases?

B. Have all dispositions of arrests been obtained? If not, what action has been initiated to obtain dispositions?

3. Name and aliases (*Subject's complete true or legal name should appear first, followed by all aliases in alphabetical order with any nicknames in alphabetical order after aliases*):

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DATE 10/04/2016 BY SP8/sum/maf  
MDR-14

Enc.

4. FBI Number:

5. Offense (*Set out here only character of those offenses for which Federal process outstanding*):

6. Description:

Age:

Date and place of birth and how verified (*Verify through appropriate Bureau of Vital Statistics, wherever possible*):

Height:

Weight:

Build:

Hair:

Eyes:

Complexion:

Race:

Nationality:

Occupation(s):

Scars and Marks:

Remarks (*Include any characteristics or traits which would assist in identifying subject*):

Social Security Number(s) Used:

7. Photograph(s), number enclosed and the year taken (*Submit negative or original photograph, where available. Clearly label each. Indicate best likeness and basis*):

8. Caution statement (*where applicable*), including basis:

9. Federal process:

A. All outstanding process must be accurately described. Set out (1) whether by complaint, indictment or information; (2) date and place filed or returned; (3) name in which process issued; (4) U. S. Code, Title and Section; (5) crime charged, and (6) date and place warrant issued. If more than one Federal process, set out on separate sheet to be attached above information on each additional process.

B. Date Federal process last checked and found to be outstanding:

C. Date U.S. Attorney last contacted to insure he would remove and prosecute upon apprehension. If Unlawful Flight to Avoid Prosecution case, show instead most recent date local authorities indicated willingness to prosecute and date local process verified, and in all Unlawful Flight cases, most recent date local authorities indicated willingness to extradite:

10. *Interesting Narrative (Set out brief narrative of information concerning the subject's background, including details of the crime for which he is being sought. In case of a check circular, set out, in addition, a specific paragraph under heading "Modus Operandi" which you are recommending for use on check circular).*

UNITED STATES GOVERNMENT

*Memorandum*

TO : Director, FBI

DATE:

FROM :

Attn.: Movement Unit

SUBJECT:

- ACKNOWLEDGEMENT OF TRANSFER ORDERS  
 ARRIVAL NOTICE

ReBulet \_\_\_\_\_

Transfer From: \_\_\_\_\_ Transfer To: \_\_\_\_\_

Title	Social Security Number
Contemplated Departure Date	Arrival on Transfer (time & date)
Annual Leave En Route	Reported for Duty
Contemplated Arrival Date	New Title & Position Number (Non-Agent Personnel)

Person to be notified in case of an emergency while en route on transfer (to be furnished when such person and address differ from information previously furnished the Bureau; if employee will be traveling with person who normally would be notified in the event of an emergency, he should furnish name and address of some other person)

Name	Relationship
Address	

Comments:

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 DATE 10/24/2010 BY SP2AM/maf  
 mar-14

1 - Bureau

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI (Bufile )

DATE:

FROM : SAC, ( )

SUBJECT:

Reference: \_\_\_\_\_

- Recommend:  Inclusion in ADEX (summary attached)\*  
 Removal from ADEX (summary attached)\*  
 Changes in ADEX card (specify change only) (Two copies of FD-366 are enclosed for the Bureau)  
 \* Abstract required.

Name	
Also known as:	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other
<input type="checkbox"/> Supplemental page attached.	Citizenship <input type="checkbox"/> U. S. <input type="checkbox"/> Alien - _____ Specify Country
Date of Birth (Month, day, year)	Employment
Place of Birth	Occupation: _____
Residence Address	Firm & Address: _____

Type of Activity (Check principal activity only)

<input type="checkbox"/> (BEX) Black Extremist	<input type="checkbox"/> (FRN) Foreign Affiliation - _____ Specify Country
<input type="checkbox"/> (CMC) Communist (pro-Chinese)	<input type="checkbox"/> (PRN) Puerto Rican Nationalist
<input type="checkbox"/> (CMS) Communist (pro-Soviet)	<input type="checkbox"/> (REV) Revolutionary
<input type="checkbox"/> (CMT) Communist (Trotskyist)	<input type="checkbox"/> (MSC) Miscellaneous

<input type="checkbox"/> Tab Special Interest <input type="checkbox"/> Espionage <input type="checkbox"/> Foreign Government Employee <input type="checkbox"/> U. S. Government Employee <input type="checkbox"/> Remove Special Interest Tabbing	<input type="checkbox"/> Place in Unavailable Section <input type="checkbox"/> Missing <input type="checkbox"/> Out of Country <input type="checkbox"/> Imprisoned <input type="checkbox"/> Remove from Unavailable Section
---	---

Key Facility Data (if applicable)

Geographical Reference Number \_\_\_\_\_ Responsible Agency \_\_\_\_\_

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DATE 10/04/2006 BY SP8DUM/ML  
MOR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI (Bufile - ) DATE:

FROM : SAC,

SUBJECT:

The captioned individual has been the subject of a security or extremist investigation by this office. The \_\_\_\_\_ Division has verified the permanent presence of the subject in its division as residing and working at the addresses listed below. The \_\_\_\_\_ Division is being considered the new Office of Origin.

Business Address, Name of Employing Concern and Address, Nature of Employment, and Union Affiliation, if any.	Residence address
---	-------------------

FD-128

Key Facility Data Geographical Reference Number _____	Responsibility _____
--	----------------------

**Identification Division Data**  
Check OR note the following applicable statements:

A security flash on subject has been **PREVIOUSLY** placed in FBI # \_\_\_\_\_; therefore, copy of this form is designated for Identification Division.

A security flash on subject has been **PREVIOUSLY** placed in Identification Division; however, FBI number is **NOT KNOWN**. The following information, therefore, is being furnished and a copy of this form is designated for Identification Division.

Race: \_\_\_\_\_ Other Identifying Numbers: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_ Fingerprint Classification: \_\_\_\_\_

**NOTE:** Do **NOT** designate **COPY** of FD-128 for Identification Division if FD-165 previously **RETURNED** to field office because no fingerprints located on subject.

**Check the following applicable statements:**

This individual is the subject of an ADEX Card. (The Bureau is requested to make the appropriate changes in the ADEX at FBIHQ. The \_\_\_\_\_ Division should affix the addresses indicated above and the appropriate case file number.)

Subject is designated a Key Black Extremist.

Subject is designated a Key Activist.

Handwriting specimens have been furnished to the Bureau.

A photograph has been furnished to the Bureau.

Subject is included in the Extremist Photograph Album (EPA). The new Office of Origin should submit a new complete FD-432 showing the new address and Office of Origin of subject.

Dissemination made Secret Service locally re above information. (Two copies of FD-366 enclosed for the Bureau)

The following pertinent items are being forwarded to the new Office of Origin with its copies of this letter:

<input type="checkbox"/> Adex Cards	<input type="checkbox"/> Photograph of subject (check appropriate item listed below)
<input type="checkbox"/> Serials (specify)	<input type="checkbox"/> Negative and three copies of most recent or best likeness photograph
<input type="checkbox"/> Designated Office of Origin in receipt of all pertinent serials	<input type="checkbox"/> None available
<input type="checkbox"/> 2 copies of FD-366 (1 copy for dissemination to local Secret Service)	<input type="checkbox"/> Previously furnished

RUC

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DATE 10/10/00 BY SP/AM/lmf Enc.  
MOR-16



UNITED STATES GOVERNMENT

# Memorandum

(To be submitted in triplicate)

TO : DIRECTOR, FBI DATE:  
Attn: Training Division

FROM : SAC,

SUBJECT: POLICE TRAINING SCHOOL

Type:  
City:  
Agency:  
Sponsor:

Over-all Dates:  
Classroom  
Location:  
Attendance  
Estimate:

The following commitments are being made within this Division, except as otherwise indicated, and Bureau approval is assumed unless advised to the contrary.

(List requested Bureau assignments first)

<u>Hour</u>	<u>Date</u>	<u>Subject</u>	<u>Instructor</u>
-------------	-------------	----------------	-------------------

FD-132

ALL INFORMATION CONTAINED  
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DATE 10/04/2006 BY SP2 RUM/lmc  
MAR-16

The lectures set forth on this schedule will be given to \_\_\_\_\_(group or groups)  
of officers, and therefore will be considered as \_\_\_\_\_(school or schools).





Attention: Identification Division

Date \_\_\_\_\_

TO: DIRECTOR, FBI

RE:

FROM: SAC,

Place,  Cancel, stop (wanted or flash) in files of Identification Division.

If expiration date known, enter here \_\_\_\_\_ and cancellation will be automatic.

WANTED

Wanted for \_\_\_\_\_

FLASH

IN ORDER TO ESTABLISH FLASH NOTICE FINGERPRINTS ARE REQUIRED IN FBI FILES

ADEX

Application for Pardon After Completion of Sentence

\_\_\_\_\_

CANCELLATION

Cancel because \_\_\_\_\_

FURNISH:  Photograph  Identification Record

Name	Aliases
FBI No.	Other No.

*FD-165*

In all instances when FBI number is known it should be furnished. When it is not known, furnish following:

Date of birth	Place of birth	Occupation	Marital Status	
Residence	Race	Sex	Height	Nationality
	Weight	Eyes	Hair	Complexion

Fingerprint class	Scars, marks and peculiarities
-------------------	--------------------------------

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DATE 10/14/2006 BY SP8AM/MLK  
MOR-16

RETAIN PERMANENTLY IN  
FBI # \_\_\_\_\_

Source To Be Notified if Information Received

INSTRUCTIONS:

*If an application for pardon after completion of sentence flash is requested, indicate as source to be notified Employees Security and Special Inquiry Section, Special Investigative Division.*

*If flash is requested for any reason other than those preprinted on this form, utilize block on line provided and indicate specific type of flash notice desired.*

*If subject's fingerprints are submitted, they should be securely stapled to this form and forwarded to the Identification Division. Cover memo not necessary.*

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL  
CHECKLIST AND NARRATIVE COMMENTS

(For use as attachment to Performance Rating Form FD-185)

Name of Employee \_\_\_\_\_

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)  
+ Outstanding (To warrant overall +, all rated elements must be +, and justified in writing.)

E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)

✓ Satisfactory

- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.

O No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

RESPOND TO EVERY ITEM

- \_\_\_\_\_ 1. Personal appearance.
- \_\_\_\_\_ 2. Personality and effectiveness of personal contacts.
- \_\_\_\_\_ 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- \_\_\_\_\_ 4. Physical fitness (including health, energy, stamina). Any physical limitations affecting performance?  Yes  No. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period?  Yes  No. If answer to either is yes, explain.
- \_\_\_\_\_ 5. Resourcefulness, ingenuity, and initiative.
- \_\_\_\_\_ 6. Forcefulness and aggressiveness as required.
- \_\_\_\_\_ 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- \_\_\_\_\_ 8. Planning of work.
- \_\_\_\_\_ 9. Accuracy and attention to pertinent detail.
- \_\_\_\_\_ 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
- \_\_\_\_\_ 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- \_\_\_\_\_ 12. Performance results (rate if applicable and mark others O) \_\_\_\_\_ A. Internal Security; \_\_\_\_\_ B. Criminal or General Investigative; \_\_\_\_\_ C. Fugitive; \_\_\_\_\_ D. Applicant; \_\_\_\_\_ E. Accounting; \_\_\_\_\_ F. Other, such as Supervisor. Comment on type of work handled entire rating period, including performance in other divisions, and appraisal of overall work performance:

FD-185a

ALL INFORMATION CONTAINED  
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DATE 10/01/2000 BY SP2AM/mcf  
MDR-16

Complexity of matters handled:  None  Moderate  Most complicated  
Degree of supervision required:  Above average  Average  Minimum  None

Employee's Initials \_\_\_\_\_

- A. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands position description.
- B. Is employee available wherever needs of service require for general assignment?  Yes  No Special assignment?  Yes  No
- C. Is employee qualified to operate a motor vehicle incidental to official duties?  Yes  No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle to be used. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.
- D. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

ADJECTIVE RATING: \_\_\_\_\_ EMPLOYEE'S INITIALS \_\_\_\_\_  
(Outstanding, Excellent, Satisfactory, Unsatisfactory)

(Checklist and Narrative Comments continued)

13. Firearms. Check One:  Qualified  Qualified Instructor  Expert
14. Development of informants and sources of information. Comment on weaknesses or justify limited participation.  
During rating period developed \_\_\_\_\_ informants; \_\_\_\_\_ potential informants.
15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)  
 A. Reports;  B. Memos, letters, wires.
16. Performance as a witness.  During rating period;  Based on past performance;  No experience.
17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents; underline applicable.)  
 A. Leadership  F. Devising procedures  
 B. Ability to handle personnel  G. Promoting high morale  
 C. Making decisions  H. Getting results  
 D. Assignment of work  I. Furthering equal employment opportunity  
 E. Training subordinates
18. Raids and dangerous assignments;  A. As leader;  B. As participant.
19. Miscellaneous. Specify and rate:  
 Dictation;  Applicant recruitment;  Other \_\_\_\_\_
20. Police Instruction:  Qualified  Participated  Audited
21. Foreign Language Ability: Proficient in \_\_\_\_\_ language(s).  
Can handle typical investigative problems as follows:  
A. Conversation form \_\_\_\_\_ (language)  Excellent  Very Good  Good  Fair  Unsatisfactory  
B. Written form \_\_\_\_\_ (language)  Excellent  Very Good  Good  Fair  Unsatisfactory  
Frequency \_\_\_\_\_ language ability used during rating period \_\_\_\_\_.  
Anticipated use during ensuing year \_\_\_\_\_.
- C. Completed Bureau Language School  No  Yes \_\_\_\_\_, \_\_\_\_\_.  
Specify language(s)
22. Administrative Advancement:  (Check block if not interested.)  
A.  Yes  No Agent is completely available for administrative advancement.  
B.  Yes  No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.  
C. If answer to B is "Yes," Agent's qualifications are considered  Very Good  Excellent  Outstanding  
Explain if interested but not now qualified.
23. Number of Incentive Awards \_\_\_\_\_.  
Commendations received from Director: Individual \_\_\_\_\_ Through Superior \_\_\_\_\_.  
Suggestions submitted \_\_\_\_\_.  
If none, check block .
24. Disciplinary Action and Justification for any Unsatisfactory Items.  None  
(List items taken into consideration on Checklist.)

EMPLOYEE'S INITIALS \_\_\_\_\_

PERFORMANCE RATING GUIDE FOR CLERICAL PERSONNEL  
(For use as attachment to Performance Rating Form FD-185)

Name of Employee \_\_\_\_\_

Note: Only those items having pertinent bearing on employee's performance should be rated. Actual performance is to be compared with current, existing job description requirements.

+ RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)

Outstanding (To warrant overall +, all rated elements must be +, and justified in writing with one page narrative.)

E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)

✓ Satisfactory

- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.

O No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

CHECKLIST

- \_\_\_\_\_ 1. Personal appearance.
- \_\_\_\_\_ 2. Personality and effectiveness of personal contacts.
- \_\_\_\_\_ 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- \_\_\_\_\_ 4. Physical fitness - (including health, energy, stamina). Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period?  Yes  No.  
If answer is yes, explain.
- \_\_\_\_\_ 5. Resourcefulness, ingenuity, and initiative.
- \_\_\_\_\_ 6. Forcefulness and aggressiveness as required.
- \_\_\_\_\_ 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- \_\_\_\_\_ 8. Planning of work.
- \_\_\_\_\_ 9. Accuracy and attention to pertinent detail.
- \_\_\_\_\_ 10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
- \_\_\_\_\_ 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- \_\_\_\_\_ 12. Supervisory evaluation:
  - \_\_\_\_\_ (a) Leadership
  - \_\_\_\_\_ (b) Ability to handle personnel
  - \_\_\_\_\_ (c) Making decisions
  - \_\_\_\_\_ (d) Assignment of work
  - \_\_\_\_\_ (e) Training subordinates
  - \_\_\_\_\_ (f) Devising procedures
  - \_\_\_\_\_ (g) Promoting high morale
  - \_\_\_\_\_ (h) Getting results
  - \_\_\_\_\_ (i) Furthering equal employment opportunity
- \_\_\_\_\_ 13. Miscellaneous. Specify and rate:
  - \_\_\_\_\_ Technical or mechanical skills
  - \_\_\_\_\_ Other \_\_\_\_\_
- 14. Number of Incentive Awards \_\_\_\_\_ .  
 Commendations received from Director: Individual \_\_\_\_\_ Through Superior \_\_\_\_\_ .  
 Suggestions submitted \_\_\_\_\_ .  
 If none, check block  .
- 15.  None. Disciplinary Action and Justification for any Unsatisfactory items. (List items taken into consideration on Checklist.)

FD-185b

(Use space above for any additional comments)

A. Describe general nature of assignment during most of rating period (such as typing, stenography, secretarial, radio operating, translating):

B. Is description of position to which employee assigned current and accurate as described and as operating? \_\_\_\_\_ (If not, identify by Position Number here \_\_\_\_\_, and explain.)

C. Employee signifies by initialing hereafter that during the course of receiving the performance rating report (limit this provision to annual, 60-day or 90-day reports) employee has read and understands position description.

Employee's Initials

D. Is employee qualified to operate a motor vehicle incidental to official duties?  Yes  No If answer is "Yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle to be used. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: \_\_\_\_\_

(Outstanding, Excellent, Satisfactory, Unsatisfactory)

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/04/2004 BY SP2 BSM/lmc

EMPLOYEE'S INITIALS \_\_\_\_\_

MDR-16



To:

Date:

From:

Subject:

File No:

FD-186

Section 87, Manual of Instructions, directs that the description and photograph should be placed on the reverse side of the ADEX Card. In regard to the photograph, the most recent one should be used if there is a choice. A review of the subject's file reflects there  is  is not a photograph of the above-captioned subject available for placing with the ADEX Card. (If more than one photograph is available, the Agent handling the investigation should indicate the photograph to be used.)

Section 87, Manual of Instructions, requires that ADEX subjects must be personally observed and such fact specifically noted in the subjects' case files. Has captioned subject been personally observed?  Yes  No. If so, make appropriate entries in the following blanks:

- (1) Observed by SA \_\_\_\_\_
- (2) Date observed \_\_\_\_\_
- (3) Personal observation of subject is indicated in serial \_\_\_\_\_

Following are descriptive data relating to the subject, which data should be placed on the reverse side of the ADEX Card. If subject is already included in the ADEX only those entries necessitating changes in the data posted on the ADEX Cards should be made in the blanks below. For example, if subject is personally observed subsequent to his designation for the ADEX, any additional descriptive data developed thereby should be noted in the appropriate spaces to allow their posting on the reverse side of the ADEX Cards.

- (1) Name and Aliases:
- (2) Sex:
- (3) Race:
- (4) Birth Date:
- (5) Height:
- (6) Weight:

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mor-1b

- (7) Build:
- (8) Hair:
- (9) Eyes:
- (10) Complexion:
- (11) Scars and Marks:
- (12) Peculiarities:
- (13) Marital Status:
- (14) Immediate Relatives (including the number of minor children):
  
- (15) Nationality:
- (16) Birthplace:
- (17) Fingerprint Classification:
- (18) FBI or Police Number:
- (19) Social Security Number:
- (20) Residence:
  
- (21) Occupation:
- (22) Criminal Record, showing sources:
  
- (23) Seamen's Certificate Number:

Check following, where applicable:

- The subject is exceedingly dangerous. The following statement should be added to the reverse side of geographical card.

NOTE: Read verbatim to applicant. "Do you fully realize that willfully withholding information or making false or incomplete statements during this interview will be a basis for dismissal from the FBI and that making a false statement is violation of Section 1001, Title 18, U.S. Code?"  Yes  No

TO: DIRECTOR, FBI

1. Name of applicant		2. (a) Position applied for (b) Will accept clerk-typist or clerk if no vacancy exists and/or fails to qualify for the higher position <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Field Office	4. Interviewing official	5. Interview date	6. Place of Interview
		7. Recommendation <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	

8. Availability <input type="checkbox"/> Clerical - (a) Is applicant willing to serve minimum period of one year? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) Does applicant have any personal problems at home such as ill health of parents, which will prevent continuous employment at office of assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "Yes," give details under General Comments.) <input type="checkbox"/> Special Agent - (c) Applicant is completely available for general and special assignment wherever and whenever services are needed and is willing to serve a minimum of three years. <input type="checkbox"/> Yes <input type="checkbox"/> No (d) The demanding requirements, including overtime, transfers, etc., have been thoroughly discussed and applicant has no physical or other problems of any nature involving applicant, family members or members of spouse's family which would preclude acceptance and continuous availability if appointment is offered. <input type="checkbox"/> Yes <input type="checkbox"/> No (if "No," explain.)		9. (a) Earliest date applicant can report for work _____ (b) Minimum number of days notice required prior to reporting for work _____	
---	--	--	--

10. Addresses and telephone numbers Residence _____ Telephone _____ Business _____ Telephone _____	
--	--

11. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	12. U.S. citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Age _____	14. Height (with out shoes) _____	15. Weight _____	16. Physical defects (including hearing, vision, color vision; for Special Agent Applicants see 28d)
---	---	---------------	-----------------------------------	------------------	--

FD-190

**EDUCATION**

17. Extent of, and degrees	18. Grade average and class standing
----------------------------	--------------------------------------

<b>EXAMINATION GRADES</b>		<b>ABILITIES</b>	
19. <input type="checkbox"/> Law _____ <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Typing _____ <input type="checkbox"/> Spelling _____	<input type="checkbox"/> Accounting _____ <input type="checkbox"/> Shorthand _____ <input type="checkbox"/> Vocabulary _____	20. <input type="checkbox"/> Typing _____ wpm	<input type="checkbox"/> Stenographic _____ wpm
<input type="checkbox"/> SA Oral _____	<input type="checkbox"/> Composite _____	<input type="checkbox"/> Teletype _____ wpm	

**MISCELLANEOUS**

21. If applicant has not listed a Social Security Number on application, has applicant been advised that if offered appointment applicant should have one when reporting for duty?  Yes  No

NOTE: (If the answer to questions 23, 24, 25, 26 and 27 is "Yes" secure full details, including pertinent names, dates, and places, and include under "GENERAL COMMENTS" using additional sheets if necessary.)

22. Does applicant use intoxicants? <input type="checkbox"/> No <input type="checkbox"/> Yes To what extent? _____	23. Has applicant or any member of the family ever used drugs of abuse such as heroin, LSD or marijuana without a doctor's prescription? <input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has applicant or any member of the family ever suffered from, or been treated for, any form of mental illness, insanity, epilepsy, been mentally retarded, or had psychiatric consultation of any kind? <input type="checkbox"/> Yes <input type="checkbox"/> No If confined, name and address of institution _____	25. Has applicant or any member of the family ever been declared bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No

26. Following question should be read verbatim to applicant: "Have you, or any member of your family, ever been sympathetic toward, affiliated in any way with, or a member of the Communist Party, any Communist or Fascist group, any group or doctrine advocating the overthrow of the U. S. Government, any group whose purpose is to deprive persons of their rights under the constitution of the U. S. or any group or doctrine which could be construed as being subversive, opposed to the best interests of the U. S., in favor of, or controlled by, a foreign power?" Applicant's answer:  Yes  No

27. Is applicant aware of any incident or information concerning himself or a relative which might tend to reflect unfavorably upon the applicant's reputation, morals, character, ability or loyalty to the United States?  Yes  No

**SPECIAL AGENT APPLICANT ONLY**

28. Special Agent Applicant (amplify, if necessary, items b, c, and d under General Comments)

a. Drives automobile  Yes  No: has valid licenses in States of \_\_\_\_\_

b. Has had executive, professional, investigative or specialized experience for which the Bureau has a current need.  
 Yes  No Total experience \_\_\_\_\_

c. Has appearance of business executive and professional person  Yes  No

d. Does applicant have any physical defects, including any which would preclude unrestricted, regular participation in all phases of Bureau's firearms training, physical training, and defensive tactics?  Yes  No (If "yes" explain under General Comments.)

e. Has applicant in the past or does applicant now participate in any athletic activities, such as golf, basketball, tennis, etc.?  Yes  No (If "yes," describe in general comments under Item 39.)

29. Reserve obligation of applicant (amplify under General Comments)  None  Ready  Standby  Retired

1. What is duration of applicant's obligated service? \_\_\_\_\_

2. Does applicant actively participate in camps, drills, etc.?  Yes  No

3. Is applicant interested in more active participation?  Yes  No

4. If applicant had an option to resign, would applicant do so?  Yes  No

5. What is applicant's Military Occupational Specialty (MOS)? \_\_\_\_\_  
MOS # \_\_\_\_\_

30. PERFORMANCE DURING SIMULATED INTERVIEW  
Overall Evaluation: Excellent, very good, good, fair, poor

ACTION: (For FBIHQ use only) \_\_\_\_\_ ROUTERS' BLOCK

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MDR-16

EVALUATION - ALL APPLICANTS

NOTE: Interviewer underline adjective best describing applicant. If none applicable, insert appropriate descriptive terms.

31. PERSONAL APPEARANCE

- a. Initial Impression: Outstanding, excellent, very good, good, fair, poor \_\_\_\_\_
- b. Dress: Businesslike, casual, bizarre, careless \_\_\_\_\_
- c. Neatness: Well-groomed, neat, untidy, dirty \_\_\_\_\_
- d. Build: Large, medium, small, stocky, frail, obese \_\_\_\_\_
- e. Complexion: Very healthy, normal, defective (specify) \_\_\_\_\_
- f. Photograph: Good likeness (if not, explain) \_\_\_\_\_

Overall Evaluation: Outstanding, excellent, very good, good, fair, poor \_\_\_\_\_

32. EVALUATION OF APPLICANT AS RESULT OF INTERVIEW

- a. Approach: Impressive, friendly, quiet, ingratiating, hesitant, unimpressive, garrulous \_\_\_\_\_
- b. Handshake: Firm, weak \_\_\_\_\_
- c. Poise: Well-poised, steady, lacking \_\_\_\_\_
- d. Voice: Well-modulated, clear, too low, harsh, high-pitched \_\_\_\_\_
- e. Accent: None, foreign, regional, slight, very noticeable \_\_\_\_\_
- f. Nervousness: None, slight, very nervous \_\_\_\_\_
- g. Assurance: Self-confident, average, cocky, timid \_\_\_\_\_
- h. Enthusiasm: Enthusiastic, average, undemonstrative, indifferent \_\_\_\_\_
- i. Force: Forceful, aggressive, sufficient, vacillating, lacking \_\_\_\_\_
- j. Amenability: Amenable, self-centered, stubborn, resentful \_\_\_\_\_
- k. Alertness: Alert, responsive, lackadaisical, dull \_\_\_\_\_
- l. Tact: Tactful, average, blunt, lacking \_\_\_\_\_
- m. Maturity: Mature, immature, responsible, irresponsible \_\_\_\_\_
- n. Answers Questions: Definitely, deliberately, impulsively, vaguely, incompletely \_\_\_\_\_
- o. Resourcefulness: Above average, average, lacking \_\_\_\_\_
- p. Self-expression: Above average, average, below average, poor \_\_\_\_\_

Overall Evaluation: Outstanding, excellent, very good, good, fair, poor \_\_\_\_\_

33. Does applicant have unusual hair style or sideburns, dress, gestures, mannerisms or demeanor which detract from overall appearance and impression?  Yes  No (If "Yes," explain under General Comments.)

34. SELECTIVE SERVICE STATUS - registered  Yes  No  
Classification - Has applicant requested or does he intend to request special selective service classification, such as I-A-O, I-O, IV-D, IV-F, etc.?  Yes  No (If so, explain under General Comments.)

35. How did applicant become interested in Bureau employment, i.e., career days, Bureau acquaintances, friends, relatives, etc?

36. In event applicant desires to enter on duty the same date as a classmate, friend, or relative who has also applied for FBI employment, will he or she enter on duty alone in event the other person(s) does not receive an appointment?  Yes  No

37. If applicant enters on duty with spouse or friend, is he or she agreeable to working in a different section or a different shift?  Yes  No

38. Based on interviewer's composite evaluation of applicant, is applicant recommended as one who would develop into a capable and creditable FBI employee?  Yes  No. If yes, applicant is considered  Outstanding  Above Average.

39. General comments, including comments to supplement the adjectives underlined and to aid in overall evaluation of applicant. Insure that all information included on application or developed during interview which may be of a derogatory nature or requires consideration or resolution has been commented upon in your write-up. Also set forth observations to support your recommendation. (Use supplemental sheet if necessary.)

Date \_\_\_\_\_

Title and Character of Case \_\_\_\_\_

Date Property Acquired	Source From Which Property Acquired
------------------------	-------------------------------------

Location of Property or Bulky Exhibit	Reason for Retention of Property and Efforts Made to Dispose of Same
---------------------------------------	--

Description of Property or Exhibit and Identity of Agent Submitting Same

FD-192

SEMIANNUAL INVENTORY CERTIFICATION TO JUSTIFY RETENTION OF PROPERTY (Initial and Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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DATE 10/04/00 BY SP8 RUM/lmt  
MAR-16 Field File #

**Report of Exit and Separation**  
FD-193 (Rev. 4-11-75)

**TO:**

**FROM:**

**DATE:**

Name of Employee	EOD Date	Title
Last Local Address	Forwarding Address (include Zip Code, if known)	
Cease-active-duty Date (hour and last day physically at work)	Working Hours (include workweek if other than Monday - Friday)	
Interview Conducted By (Signature)	Title	

**LEAVE DATA** Leave category  4  6  8

Hours of accrued leave employee will have at close of business on cease-active date which is the last hour of the last day physically at work. Do NOT add accruals if effective date of separation is at a later date. AL \_\_\_\_\_ SL \_\_\_\_\_

Hours of annual leave carried over at beginning of current leave year. \_\_\_\_\_ AL \_\_\_\_\_

Leave to be used prior to cease-active-duty date \_\_\_\_\_

Note: Public Law 93-181 provides employees are paid for all annual leave credited to employee in year of separation.

If employee has been granted advanced leave, indicate number hours owed at close of cease-active-duty date. AL \_\_\_\_\_ SL \_\_\_\_\_

**READ BEFORE INTERVIEWING**

**Purposes:**

- 1 - Obtain real, motivating reason for resignation
- 2 - Save a valuable employee if possible
- 3 - Serve as basis for (1) information supplied by Bureau upon request by State Unemployment Compensation Boards, (2) accurate analysis of turnover, (3) determining necessary or desirable organizational improvements, and (4) permitting a recorded recommendation regarding future reinstatement.

When and Where Conducted: As promptly as possible after receipt of resignation in adequate privacy with adequate time.

By Whom Conducted: Clerical employee - by immediate Agent supervisor; Agent - by SAC or in his absence by official acting for him.

Reasons Given for Separation: First, carefully weigh reasons for resignation shown in employee's letter and developed during exit interview to determine real motivating reason for resigning. If such reason was because of employee's desire to leave Bureau job, leave city where assigned, or otherwise just return home, execute a reason under Item A below. (For instance employee might show resigning to seek employment closer to home meaning motivating reason is to return home, not seek other employment.) If other, execute reason(s) under B. Explain all under Item M. Comments.

**A.**

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Return to Home Area                  | 8. <input type="checkbox"/> Dissatisfaction With Assignment                                  |
| 2. <input type="checkbox"/> Homesick for Family and Friends      | 9. <input type="checkbox"/> Dislike of Production or Work Standards                          |
| 3. <input type="checkbox"/> Unable to Adjust to City Environment | 10. <input type="checkbox"/> Dislike Performing Overtime                                     |
| 4. <input type="checkbox"/> Living Costs                         | 11. <input type="checkbox"/> Dislike Shift Assignment  |
| 5. <input type="checkbox"/> Transportation                       | 12. <input type="checkbox"/> Working Conditions - Physical Plant (i.e., no air conditioning) |
| 6. <input type="checkbox"/> Housing                              | 13. <input type="checkbox"/> Working Conditions (other than physical plant)                  |
| 7. <input type="checkbox"/> Concern Over City Life (Crime, etc.) | 14. <input type="checkbox"/> Lack of Promotional Opportunity                                 |

**B.**

- |   |   |
|---|---|
| 15. <input type="checkbox"/> Military   | 22. <input type="checkbox"/> Change of Residence (husband or family moving)   |
| 16. <input type="checkbox"/> Other Employment (Show this as reason only where employee otherwise satisfied with Bureau employment)<br>Check both reason and type.<br>Reason:<br><input type="checkbox"/> a. Promotional<br><input type="checkbox"/> b. Enter different field<br>Type:<br><input type="checkbox"/> a. Other Government employment<br><input type="checkbox"/> b. Private industry<br><input type="checkbox"/> c. Self-employment | 23. <input type="checkbox"/> Housewife or Child Care  |
| 17. <input type="checkbox"/> Poor Health (Self)   | 24. <input type="checkbox"/> Resignation requested  |
| 18. <input type="checkbox"/> Poor Health (Family)   | 25. <input type="checkbox"/> Removal<br><input type="checkbox"/> All involuntary separations<br><input type="checkbox"/> Abandonment of position - failed to submit resignation |
| 19. <input type="checkbox"/> Marriage   | 26. <input type="checkbox"/> Resigned during administrative inquiry   |
| 20. <input type="checkbox"/> Maternity  | 27. <input type="checkbox"/> Retirement<br><input type="checkbox"/> Optional (including liberalized); give reason   |
| 21. <input type="checkbox"/> Attend School; <input type="checkbox"/> locally; <input type="checkbox"/> other area   | 28. <input type="checkbox"/> Other (Explain under comments)   |

- C.**
1. Did employee violate terms under transfer agreement, 3-34b  Yes  No; Foreign Assignment, FD-382  Yes  No; Government Employees Training Act, FD-375  Yes  No; transportation expense agreement, 12-69?  Yes  No
  2. Did employee resign prior to expiration of any agreement made not covered in #1 such as to remain a specific period following initial appointment or following special training?  Yes  No If yes, specify agreement(s) involved and explain under Item M. Comments.
  3. If FBIHQ clerical employee, did employee resign within 100 days of entrance on duty?  Yes  No
  4. If answer to either question 1 or 3 above is "yes":
    - a.  Advised employee any money due being held in abeyance until determination is made as to any indebtedness.
    - b.  Advise Bureau of resignation by  teletype  telephone

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MAR-16

(over)

- D. Does employee have any specific suggestion for improving the organization?  No  Yes If so, explain. (In the event the suggestion is new, it should be presented to the Bureau for consideration. If previously considered by Bureau and adopted or turned down the employee should be so advised.)
- E. Has employee been cautioned about divulging confidential information acquired in job?  Yes  No Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a \$10,000 fine or 10 years' imprisonment, or both.
- F. All Government property, documents made or received while in the FBI's service, including FBIRA card, will be collected on date employee ceases active duty (exceptions: Honorary FBIRA card, commendation, censure or promotion letters or copies of expense vouchers, etc.).  Yes  No
- G. If employee is resigning for maternity purposes, appropriate block must be marked:
- Employee is not entitled to payment for accrued sick leave as she will not be incapacitated for duty after indicated cease-active-duty date.
- Doctor's certificate attached indicating (1) employee is incapacitated for duty after indicated cease-active-duty date, and (2) expected date of confinement.
- Doctor's certificate attached indicating employee can safely continue working to date specified. (Applicable to those cases where the employee desires to work up to less than 6 weeks before expected date of delivery.)
- H. Was employee instructed that if enrolled in a health benefits plan coverage continues temporarily for 31 days from the termination of health benefits enrollment and during that time employee is eligible to convert to an individual contract? If employee converts to an individual plan there is no waiting period for any benefits.  Yes  No
- I. Was employee instructed that if enrolled under the Special Accident and Travel Insurance (SATI) coverage under the Accident Protection Benefit Plan continues for 31 days from the last day of pay period in which a deduction was made? This is not necessarily the last day on duty of employee but invariably two weeks prior since the termination of payroll allotments differs according to notice given of resignation. Employee is eligible to continue this coverage at the same rates and amounts to age 65. If employee desires to continue this coverage he/she should immediately contact Wright & Company, 1001 Connecticut Avenue, N. W., Suite 1222, Washington, D. C. 20036.  Yes  No
- J. Was employee instructed to furnish forwarding address to all firms with which accounts or business transactions have been established?  Yes  No Was employee urged to satisfactorily pay his (her) just debts?  Yes  No
- K. Was employee advised that any inquiries concerning his (her) FBI employment should be directed to FBI, Justice Building, Washington, D. C. 20535, as such information is not available elsewhere?  Yes  No
- L. The retiring employee is qualified and desires the  20-year plaque  25-year plaque  30-year plaque.
- M. Comments: (Please state specific individual reason in explanation of check on other side of form. Set out if it can possibly be obtained, (1) re employment - information as to where the other employment will be, its nature, the salary that will be paid and when it will begin; (2) re school - date employee proposed to enroll.)
- N. Has there been any substantial change in employee's work performance record since submission of last performance rating?  No  Yes If "Yes" give current adjective rating and basis for change.
- O. For SA Employees Only. Have reason(s) for resigning been thoroughly discussed with employee? Does employee understand that favorable consideration may not be given for reinstatement unless reason(s) for resigning were compelling and beyond employees control?  Yes  No
- P. Recommendations re reinstatement:  Yes  No (If No, explain why.)

Director, FBI  
 Att: Special Investigative Division

SAC,

*FD-65*

- Initial Submission
- Supplements FD-65 dated \_\_\_\_\_
- Photograph not needed

- Indicate following:
- Extremist (Black)
  - Extremist (White)
  - Rev. Act.
  - Other Security background
  - None of these

Caution <input type="checkbox"/>		MKE Name		NAM		Sex	SEX	Race	RAC			
Place of Birth				POB	Birth Date	DOB	Height	HGT	Weight	WGT		
Eye Color	EYE	Hair Color	HAI	FBI No.	FBI	Skin Tone		SKN				
Scars, Marks, Tattoos, etc.									SMT			
NCIC Fingerprint Classification			FPC	Other Identifying Number		MNU	Social Security #		SOC			
Operator's License Number			OLN	Operator's License State		OLS	Year Expire		OLY			
Offense Charged OFF _____												
U. S. Code, Title and Section _____												
Warrant Issued By _____ on _____						DOW	F. O. File #		OCA			
Date PBV or Bond Default Case Referred to Office _____												
Miscellaneous Including Bond Recommended					MIS	Fingerprint Classification (Henry System)						
<b>LICENSE PLATE AND VEHICLE INFORMATION</b>												
License Plate Number		LIC	State		LIS	Year Expires		LIY	License Plate Type	LIT		
Vehicle Identification #		VIN	Year	VYR	Make	VMA	Model	VMO	Style	VST	Color	VCO
Aliases					Additional Identifiers							
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/24/2008 BY SP8/AM/MAF mdr-16					112 12 15							
NCIC #			NIC									



## INSTRUCTIONS

1. **Caution (MKE)** - Insert "C" in block if caution statement indicated. Basis for caution statement must appear in Miscellaneous block, e.g. armed and dangerous.
2. **Name (NAM)** - Place name in this block. Aliases are not to be entered in this block but are to be placed in Aliases block.
3. **Sex (SEX)** - Sex will be designated by one letter, M (male) or F (female).
4. **Race (RAC)** - Race will be described by one letter, W (white), N (Negro), I (Indian), C (Chinese), J (Japanese), O (all other). Mexicans who are not definitely Indian or other nonwhite should be described as "W".
5. **Place of Birth (POB)** - Indicate city and state or, if foreign born, city and country. Where multiple birthplaces are reported, list verified birthplace or that which appears most logical in this block.
6. **Birth Date (DOB)** - Enter as month, day and year. Where multiple birth dates are reported, enter verified birth date or that which appears most logical in this block. Place other dates of birth in Additional Identifiers block.
7. **Height (HGT)** - Express in feet and inches, e.g., 6' 0". Round off fractions to nearest inch.
8. **Weight (WGT)** - Express in pounds. Omit fractions.
9. **Eye Color (EYE)** - Use appropriate three character symbol.
10. **Hair Color (HAI)** - Use appropriate three character symbol.
11. **Skin Tone (SKN)** - Use appropriate three character symbol.
12. **Scars, Marks, Tattoos, etc. (SMT)** - Place in this block only appropriate NCIC coding for scars, marks, tattoos, birthmarks, deformities, missing body parts and artificial body parts as defined in NCIC Operating Manual. If more than one SMT is to be entered, use Additional Identifiers block for additional appropriately coded items. Use Miscellaneous block to describe all scars, marks, tattoos, etc. which are not defined in the NCIC Operating Manual and to more fully describe SMT's which have been entered in SMT block. For example, an appendectomy scar, not being readily visible, would be described in the Miscellaneous block. A tattoo on right arm, shown as TAT R ARM in block, might be further described in Miscellaneous block as a rose tattoo on inside of lower right arm.
13. **NCIC Fingerprint Classification (FPC)** - Enter NCIC fingerprint classification.
14. **Other Identifying Number (MNU)** - Miscellaneous numbers may be entered with appropriate identifiers (prefixes) as shown below. For first miscellaneous identifying number, use MNU block. When military service number is in fact Social Security Account Number, the number should be entered in both MNU and SOC blocks. Additional identifying numbers are placed in Additional Identifiers block. The identifier (prefix) should precede the number and be separated from the number by use of a hyphen.
  - AF - Air Force Serial Number
  - AR - Alien Registration Number
  - AS - Army Serial Number, National Guard Serial Number or Air National Guard Serial Number (regardless of State)
  - CG - U. S. Coast Guard Serial Number
  - MD - Mariner's Document or Identification Number
  - MC - Marine Corps Serial Number
  - MP - Royal Canadian Mounted Police Identification Number
  - NS - Navy Serial Number
  - PP - Passport Number
  - PS - Port Security Card Number
  - SS - Selective Service Number
  - VA - Veterans Administration Claim Number
15. **Fingerprint classification (Henry System)** - The Henry System fingerprint classification is to be placed in this block, when available. Do not enter in NCIC.
16. **Social Security Number (SOC)** - Place subject's Social Security Account Number in this block.
17. **Operator's License Number** - Place subject's operator's license number in OLN block. Also show licensing state (OLS) and year license expires (OLY).
18. **Warrant Issued By-On-(DOW)** - In Escaped Federal Prisoner cases enter date of escape in DOW block.
19. **Miscellaneous (MIS)** - Enter additional pertinent information in this block. If caution statement used, basis for statement must be set forth as first item in this block.
20. **License Plate and Vehicle Information** - Place information concerning license plate and/or vehicle known to be in the possession of subject in appropriate blocks under License Plate and Vehicle Information heading.
21. **Additional Identifiers** - Enter information concerning additional license plates (number, state, year expires, and where applicable, type); Social Security Numbers; operator's license number, state and year expires; vehicle information (VIN, VYR, VMA, VMO, VST, VCO); MNU's (see list in item 13 above); visible scars, marks, tattoos, etc.; and dates of birth. Clearly identify what data is being set forth; e.g. Social Security # 423-56-3294; Michigan operator's license 234567, expires 1972; DOB's 4/5/32, 5/3/32; etc.
22. Changes and deletions should be so indicated in the appropriate blocks.

TO: SAC \_\_\_\_\_, 19 \_\_\_\_  
Attention: \_\_\_\_\_ RA

RE: \_\_\_\_\_  
aka \_\_\_\_\_

The captioned subject was reported residing at \_\_\_\_\_  
\_\_\_\_\_, and employed as a \_\_\_\_\_ at the  
\_\_\_\_\_, as of \_\_\_\_\_, 19 \_\_\_\_.  
Subject's spouse is \_\_\_\_\_.

The subject has been reported involved in the following subversive and extremist activity on the dates shown:

*FD-203*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

It is requested the following investigation be conducted: (Check where applicable.)

- A. Verify current employment and residence.
- B. Determine current criminal record, it being noted the subject's criminal file was last reviewed \_\_\_\_\_, 19 \_\_\_\_.
- C. Obtain background, and dates, from subject's employment record.
- D. Check subject's marriage record at Probate Court, it being noted subject was reported married \_\_\_\_\_, 19 \_\_\_\_, at \_\_\_\_\_.
- E. Check official birth record at Bureau of Vital Statistics, it being noted subject reported born on \_\_\_\_\_, 19 \_\_\_\_, at \_\_\_\_\_.
- F. Determine whether subject has access to classified or restricted material.
- G. Conduct neighborhood investigation; the following specific information is desired:  
\_\_\_\_\_  
\_\_\_\_\_
- H. Check informants, it being noted \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ have given information in the past.
- I. Review INS records.
- J. Determine if subject has military service.
- K. Obtain  photograph of subject  description  handwriting specimen.
- L. Determine subject's education; check school or college records, it being noted subject was reported attending \_\_\_\_\_ in 19 \_\_\_\_.
- M. Determine subject's status of health.

The agent conducting the investigation will be alert for any evidence of subversive activity and in addition will \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use reverse side, if necessary)

Enc. Serial/s \_\_\_\_\_  
File # \_\_\_\_\_

Special Agent \_\_\_\_\_

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HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP2 RUM/MLF  
MAR-16

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

Copy to:

Report of:

Office:

Date:

Field Office File #:

Bureau File #:

Title:

Character:

Synopsis:

FD-204

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP2 BUN/MAF  
MDR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC

DATE:

FROM : SA

SUBJECT:

Dates of Contact	
File #s on which contacted (Use Titles if File #s not available or when CI provides positive information)	
<hr/> <hr/> <hr/> <hr/>	
Purpose and results of contact	
<input type="checkbox"/> NEGATIVE <input type="checkbox"/> POSITIVE <input type="checkbox"/> STATISTIC	
<p style="font-size: 48px; font-family: cursive;">FD-209</p>	
<input type="checkbox"/> POSITIVE ASSIGNMENT GIVEN	
Has informant shown any indication of emotional instability, unreliability or furnishing false information?	
<input type="checkbox"/> Informant certified that he has furnished all information obtained by him since last contact, including information concerning narcotics.	Coverage
PERSONAL DATA	
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/04/2000 BY SP2 RMM/lmf</p> <p style="font-size: 24px; font-family: cursive;">MOR-16</p>	

UNITED STATES DEPARTMENT OF JUSTICE  
Federal Bureau of Investigation

IMMEDIATE ATTENTION: DESERTER DESK

**AIRTEL**

DATE:

TO: Director (BUFILE: 42-  
Federal Bureau of Investigation

FROM: SAC, (42-

STATUS:  
 REPORT FOLLOWS

SUBJECT:

Social Security Account #:  
Serial #:  
FBI #:  
DESERTER FUGITIVE  
O.O.

The above-captioned individual has been apprehended, located, or his status has otherwise been cleared as indicated and this Bureau's investigation has been discontinued.

Located By:

Date and Place:

Wearing Apparel:

Unemployed; Place of Employment:

Confined:

Fingerprinted or photographed; or with whom arrangements made to fingerprint and photograph:

Name, title, location and date military advised and by whom:

Remarks:

Description:

Copies:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/00 BY SP2 sum/mtf  
MDR-16

(For FBI Headquarters Use Only)

COPIES REFERRED BY FBI HEADQUARTERS TO:

- Army     Air Force     Marine Corps     Navy
  - Data Processing Section
  - Ident Div.
- Card Dated:

UNITED STATES DEPARTMENT OF JUSTICE  
Federal Bureau of Investigation

**COPY**

DATE:

FROM: Director  
Federal Bureau of Investigation

SUBJECT:

Social Security Account #:  
Serial #:  
FBI #:  
DESERTER FUGITIVE  
O.O.

The above-captioned individual has been apprehended, located, or his status has otherwise been cleared as indicated and this Bureau's investigation has been discontinued.

Located By:

Date and Place:

Wearing Apparel:

Unemployed; Place of Employment:

Confined:

Fingerprinted or photographed; or with whom arrangements made to fingerprint and photograph:

Name, title, location and date military advised and by whom:

Remarks:

Description:

*FD-220a*

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DATE 10/24/2000 BY SP8 RUM/MAF  
MOR-16

COPIES REFERRED BY FBI HEADQUARTERS TO:

Army     Air Force     Marine Corps     Navy

FD-221

CITY \_\_\_\_\_

DATE \_\_\_\_\_

Received from Special Agent in Charge, FBI, \_\_\_\_\_

\_\_\_\_\_ dollars, and \_\_\_\_\_ cents,

(\$ \_\_\_\_\_), which money was actually paid by me on \_\_\_\_\_

to \_\_\_\_\_

for information concerning the case entitled \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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HEREIN IS UNCLASSIFIED  
DATE 10/04/00 BY SP8 RUM/MAF  
MDR-16

W

Signed: \_\_\_\_\_

Special Agent

CITY \_\_\_\_\_

DATE \_\_\_\_\_

Request of Special Agent in Charge, FBI, \_\_\_\_\_

\_\_\_\_\_ dollars, and \_\_\_\_\_ cents,

(\$ \_\_\_\_\_), which money is to be paid by me on \_\_\_\_\_

to \_\_\_\_\_

for information concerning the case entitled \_\_\_\_\_

*FD-221a*

Services: \$ \_\_\_\_\_ Federal Income Tax Withheld \$ \_\_\_\_\_

Expenses \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
Special Agent

Have payments been made by other Offices?  No  Yes (List Offices below.)

Authority (date) \_\_\_\_\_

Period Covered by Payment \_\_\_\_\_

Authorization Checked \_\_\_\_\_

Check Number \_\_\_\_\_

Receipts Received \_\_\_\_\_

Voucher Prepared \_\_\_\_\_ Item \_\_\_\_\_

Date of Actual Payment \_\_\_\_\_

By whom \_\_\_\_\_

Informant's File No. \_\_\_\_\_

Approved \_\_\_\_\_

SAC

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DATE 10/04/2000 BY SP2/EM/MAF  
MOR-16



Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number \_\_\_\_\_

Office File \_\_\_\_\_

Type of Informant:  CI  PCI  CS  
 C-TE  PC

Bureau File \_\_\_\_\_

Serial No.

1. Name \_\_\_\_\_
2. Aliases \_\_\_\_\_
3. Informant Index Card Made \_\_\_\_\_
4. Description \_\_\_\_\_
5. Background Developed \_\_\_\_\_
6. Photograph \_\_\_\_\_
7. Local Criminal Check \_\_\_\_\_
8. Bureau Identification Record \_\_\_\_\_
9. Past Criminal Activities \_\_\_\_\_
10. Criminal Associates \_\_\_\_\_
11. Availability To Other Divisions \_\_\_\_\_
12. Advised of FBI Jurisdiction \_\_\_\_\_
13. Advised of Confidential Relationship \_\_\_\_\_
14. Advised Not Employee of Bureau \_\_\_\_\_
15. Advised to Furnish Information Only to Bureau \_\_\_\_\_
16. Advised Payments are Incoming \_\_\_\_\_
17. Advised Not to Contact Office Personally \_\_\_\_\_
18. When Designated Approved Informant \_\_\_\_\_
19. Indices Search Slip (FD-160) Summarized \_\_\_\_\_
20. Statement of Willingness to Aid Bureau \_\_\_\_\_
21. Arrangements for Payment \_\_\_\_\_
22. Symbol Number Assigned \_\_\_\_\_
23. Bureau Advised of Symbol \_\_\_\_\_
24. Service Record Checked, if any \_\_\_\_\_
25. Flash Notice Placed \_\_\_\_\_ or Removed \_\_\_\_\_
26. Alternate Agent \_\_\_\_\_
27. Coverage \_\_\_\_\_
28. Statistical Accomplishments \_\_\_\_\_
29. NCIC Test (Z) Inquiry \_\_\_\_\_
30. Inspector's Rating at Time of Last Inspection \_\_\_\_\_

237

FD

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2008 BY SP2 PUM/MAE  
mbr-16

Completed: \_\_\_\_\_

Approved: \_\_\_\_\_

NO SERIAL NUMBER  
KEEP ON TOP OF OTHER SERIALS IN FILE

Date \_\_\_\_\_

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number \_\_\_\_\_

Office File \_\_\_\_\_

Type of Informant  SI  PSI  CS

Bureau File \_\_\_\_\_

Date Approved and Serial No. \_\_\_\_\_

Serial No.

1. Name \_\_\_\_\_

2. Aliases \_\_\_\_\_

3. Code Name \_\_\_\_\_

4. Bureau Advised of Symbol \_\_\_\_\_

5. Date and Place of Birth \_\_\_\_\_

6. Description \_\_\_\_\_

7. Photograph \_\_\_\_\_

8. Background Investigation:

(a) File References Checked \_\_\_\_\_

(b) Local Criminal Check \_\_\_\_\_

(c) Bureau Identification Record \_\_\_\_\_

(d) Selective Service Check \_\_\_\_\_

(e) Check of Armed Services Record \_\_\_\_\_

(f) Informants Canvassed \_\_\_\_\_

(g) Reliability Check \_\_\_\_\_

(h) Patriotism \_\_\_\_\_

(i) Reputation \_\_\_\_\_

9. Informant Advised of:

(a) Not Bureau Employee \_\_\_\_\_

(b) Activities Voluntary \_\_\_\_\_

(c) Relationship Confidential \_\_\_\_\_

(d) Bureau Labor Policy \_\_\_\_\_

(e) Not to Retain Copies of Notes - Reports \_\_\_\_\_

(f) Report to be Submitted Under Code Number and in Third Person \_\_\_\_\_

(g) Payments are Income \_\_\_\_\_

(h) Use Public Telephones \_\_\_\_\_

(i) No Office Contact Personally \_\_\_\_\_

10. Statement of Cooperation \_\_\_\_\_

11. Post Office Box Number Assigned \_\_\_\_\_

12. Informant Indices Card Made \_\_\_\_\_

13. Agent Who Handles Information \_\_\_\_\_

14. Alternate Agent \_\_\_\_\_

15. Concealment and Characterization Guide \_\_\_\_\_

16. Flash Notice Placed \_\_\_\_\_ or Removed \_\_\_\_\_

17. Coverage \_\_\_\_\_

18. NCIC Test (Z) Inquiry \_\_\_\_\_

19. Inspector's Rating at Time of Last Inspection \_\_\_\_\_

No Serial Number:

Keep on Top of Other Serials in File.

Initials \_\_\_\_\_ Agent

\_\_\_\_\_ Supervisor

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DATE 10/24/2000 BY SP2/pmm/llm  
moe-16

238

PD

## Film Pack Log

Person Photographed	Date and Place Photo Taken	File No.	Photographers Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP2 RIM/ROC  
MAR-16

FD-251

# FEDERAL BUREAU OF INVESTIGATION

REPORTING OFFICE	OFFICE OF ORIGIN	DATE	INVESTIGATIVE PERIOD
TITLE OF CASE		REPORT MADE BY	TYPED BY
		CHARACTER OF CASE	

FD-263

ACCOMPLISHMENTS CLAIMED <input type="checkbox"/> NONE					ACQUIT-TALS	CASE HAS BEEN: PENDING OVER ONE YEAR <input type="checkbox"/> YES <input type="checkbox"/> NO PENDING PROSECUTION OVER SIX MONTHS <input type="checkbox"/> YES <input type="checkbox"/> NO
CONVIC.	FUG.	FINES	SAVINGS	RECOVERIES		

APPROVED _____ SPECIAL AGENT IN CHARGE  COPIES MADE: _____	DO NOT WRITE IN SPACES BELOW
--	------------------------------

ALL INFORMATION CONTAINED  
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 DATE 10/04/2000 BY SP2 RUM/lmf  
 MAR-16

Dissemination Record of Attached Report	Notations										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Agency</td> <td style="width: 15%;">Request Recd.</td> <td style="width: 15%;">Date Fwd.</td> <td style="width: 15%;">How Fwd.</td> <td style="width: 15%;">By</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Agency	Request Recd.	Date Fwd.	How Fwd.	By						39
Agency	Request Recd.	Date Fwd.	How Fwd.	By							

**Job Qualification Statement of Position of Radio Maintenance Technician  
in the Federal Bureau of Investigation**

Entrance Salaries \$8,500 (Grade GS-5) and \$10,520 (Grade GS-7)

Applicants must be citizens of the United States, be in excellent physical condition and have satisfactory vision in view of the nature of the work.

Applicants also must have attained at least a high school education and some type of formal training in basic electronics; have a valid automobile operator's permit and pass a spelling test.

Applicants for the GS-5 position must be capable of assisting in ordinary repair and maintenance of electronic and FM radio equipment, and be proficient in the use of basic hand tools and electronic test equipment.

Applicants for the GS-7 position must possess a thorough knowledge of the fundamental principles of electronics and FM radio theory, and must be capable of performing corrective and preventive maintenance on electronic and FM radio communications equipment. To indicate previous training and experience, applicants should submit certification of the following, as applicable:

1. Commercial, government and/or military experience in maintenance of (a) electronic equipment for other than communications use, (b) communications equipment other than FM radio and (c) FM radio equipment.
2. Current or expired FCC First Class or Second Class Radiotelephone and/or Radiotelegraph License.
3. Commercial, government and/or military experience in electronic equipment design and/or construction.
4. Educational background in electronics theory and/or engineering.

Radio Maintenance Technicians must be willing to travel and accept assignments in any part of the United States or in Puerto Rico, and to work on a day, evening or midnight shift, as required. Promotional opportunities exist consistent with qualifications and proficiency. Appointments to these positions are not under Civil Service regulations and are strictly probationary for the first year.

Application forms may be obtained on request from any FBI field office or by communication addressed to the Federal Bureau of Investigation, Washington, D. C. 20535. Applicants may be required to proceed at their own expense to the nearest field office for interview and examination, and to their first office of assignment if employed.

FD-264

The Federal Bureau of Investigation is an equal opportunity employer.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP2 EJM/mc

Time	Initial	IC OG	Activity Recorded
<p style="font-size: 48px; font-family: cursive;">FD-297</p> <p style="font-size: 12px; margin-top: 200px;">ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/04/00 BY SP2 RUM/kac MDR-16</p>			

Log ..... Page ..... Day ..... Date .....	Employee's Name	Date Stamp
--	-----------------	------------

FEDERAL BUREAU OF INVESTIGATION

Date of transcription \_\_\_\_\_

FD 302

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP6 RUM/mf  
MOR-16

Interviewed on \_\_\_\_\_ at \_\_\_\_\_ File # \_\_\_\_\_

by \_\_\_\_\_ Date dictated \_\_\_\_\_

This document contains neither recommendations nor conclusions of the FBI. It is the property of the FBI and is loaned to your agency; it and its contents are not to be distributed outside your agency.



- 1.  Subject's name is included in the ADEX.
- 2.  The data appearing on the ADEX Card are current.
- 3.  Changes on the ADEX Card are necessary and Form FD-122 submitted to the Bureau.
- 4.  A suitable photograph  is  is not available.  
Date photograph was taken \_\_\_\_\_.
- 5.  Subject is employed in a key facility and \_\_\_\_\_ is charged with security responsibility. Interested agencies are \_\_\_\_\_.
- 6.  Reason for classification where exemption category does not provide a self-evident basis.
  - a. Details of Report: \_\_\_\_\_
  - b. Cover Pages: \_\_\_\_\_

- 7.  Subject previously interviewed (dates) \_\_\_\_\_.
- Subject was not  interviewed  reinterviewed because (state reason)

FD-305

- 8.  This case no longer meets the ADEX criteria and an FD-122 with succinct summary, has been directed to the Bureau recommending cancellation.
- 9.  This case has been reevaluated in the light of the ADEX criteria and it continues to fall within the criteria because (state reason)

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DATE 10/01/2000 BY SP2 RUM/mtf  
MDR-16

- 10.  Security Flash Notice (FD-165) to Identification Division:  
 Submitted \_\_\_\_\_ (date) Placed  Yes  No
- 11.  Subject designated and/or included in:
  - Arab Terrorist Photograph Album
  - Extremist Photograph Album
  - Weatherman Photograph Album

Date prepared

Date received

Received from (name or symbol number)

Received by

Method of delivery (check appropriate blocks)

in person     by telephone     by mail     orally     recording device     written by Informant

If orally furnished and reduced to writing by Agent:  
Date

Date of Report

Dictated \_\_\_\_\_ to \_\_\_\_\_

Date(s) of activity

Transcribed \_\_\_\_\_

Authenticated  
by Informant \_\_\_\_\_

Brief description of activity or material

File where original is located if not attached

\* INDIVIDUALS DESIGNATED BY AN ASTERISK (\*) ONLY ATTENDED A MEETING AND DID NOT ACTIVELY PARTICIPATE. VIOLENCE OR REVOLUTIONARY ACTIVITIES WERE NOT DISCUSSED.

Information recorded on a card index by \_\_\_\_\_ on date \_\_\_\_\_

Remarks:

FD-306

Block Stamp

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HEREIN IS UNCLASSIFIED  
DATE 01/04/2000 BY SP2 NIM/lmf  
MOR-16

**QUESTIONNAIRE FOR APPLICANTS FOR  
RADIO MAINTENANCE TECHNICIAN POSITIONS**

**Note:** Questions are intended to elicit answers which will provide basis for evaluation of your background and knowledge as pertinent to your application for employment. All questions are to be answered by the applicant as briefly as clarity will permit. Answers should be included in the space provided, if possible, although they may be continued on a separate sheet of paper if necessary.

1. List formal training received in theory, repair and/or design of electronic equipment, including names of schools, dates attended, courses completed and certificates obtained.

FD-318

2. List dates of employment, nature of work performed and degree of supervision received in repair of:  
(a) electronic equipment for other than communications use, e.g., computers, radar, etc.,  
(b) communications equipment other than FM radio, (c) FM radio equipment.

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DATE 10/04/00 BY SP2 DMJ/lmf  
MOR-16



7. Have you ever tuned any radio/transmitters?  Yes  No If so, describe the transmitters as to type of emission and power output (*indicating make and model if known*) and state the degree of supervision you received in such work.
8. Have you ever aligned any radio receivers?  Yes  No If so, state what type of receivers, what equipment was used in the alignment process and what degree of supervision you received in such work.
9. Have you ever installed any two-way radio communications equipment in automobiles?  
 Yes  No If so, state the approximate number of such installations you have made and indicate the degree of supervision you received in performance of such work.
10. Have you ever had any responsibilities for the work of others in connection with communications and/or radio maintenance?  Yes  No If so, state the types of maintenance involved, the number of personnel for which you were responsible and the degree of responsibility.

11. List any valid Federal Communications Commission licenses you now hold. Include both amateur and commercial licenses and indicate license identifying data and date license obtained.

12. State briefly any other facts bearing on your technical qualifications for a position concerned with preventive and corrective maintenance of communications and FM radio equipment.

If appointed to the GS-5 RMT position, I understand I must acquire within two years, the GS-7 RMT technical qualifications which have been explained to me; that this may be accomplished through on-the-job training in the FBI under the supervision of an experienced technician coupled with my personal effort in the study of radio theory. If I fail to acquire these qualifications within two years, I fully realize I may be reassigned to other than technical maintenance duties and not necessarily to a location of my choice.

---

(Signature of Applicant)

In Reply, Please Refer to

File No. \_\_\_\_\_

FBI CASE STATUS FORM

Date: \_\_\_\_\_

To : \_\_\_\_\_  
*Name and location of USA*

From: \_\_\_\_\_  
*Name of Official in Charge and Field Division* *Signature of Official in Charge*

You are hereby advised of action indicated below:

Re : \_\_\_\_\_  
*Name* *Sex* *Age*

\_\_\_\_\_ *Violation (Include Section and Title Numbers of United States Code.)*

Complaint  authorized  declined on \_\_\_\_\_ by \_\_\_\_\_  
*Date* *USA or AUSA*

Bond recommended \_\_\_\_\_

Complaint filed by \_\_\_\_\_ on \_\_\_\_\_  
*Agent's Name* *Date*

with \_\_\_\_\_ and warrant issued.  
*U. S. Magistrate*

Facts on which complaint  authorized  declined and other pertinent information about case:

FD-320

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HEREIN IS UNCLASSIFIED  
DATE 10/04/00 BY SP-8/um/whf  
MDR-76











United States Department of Justice  
Federal Bureau of Investigation

FD-342

Dear Sir:

For your information, I am enclosing communications which may be of interest to you.

Very truly yours,

Official in Charge

Enc.

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DATE 10/04/2008 BY SP2008/umf  
moe-16

Name				Symbol		Field Division	
Code			File Number			P.O. Box #	
<input type="checkbox"/> PS	<input type="checkbox"/> EI	<input type="checkbox"/> PEI	<input type="checkbox"/> CS	Date authorized		Race	
<input type="checkbox"/> CI*	<input type="checkbox"/> PCI	<input type="checkbox"/> SI	<input type="checkbox"/> PSI			Discontinued	
Residence address & telephone number							

Employment address, position, & telephone number

Type of information

Contacting Agent and

(Alternate (or FBIHQ Supv.) (over)

(For FBIHQ use only)

Date of birth

Place of birth

Citizenship

Current subversive membership

Activity or Remarks

FD-348

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DATE 10/04/2000 BY SP2 RUM/lmf  
MOR-16





F B I

Date:

Transmit the following in \_\_\_\_\_  
(Type in plaintext or code)

Via AIRTEL \_\_\_\_\_  
(Precedence)

To: Director, FBI

ATTENTION:

- GENERAL INVESTIGATIVE DIVISION
- CIVIL RIGHTS SECTION
- CRIMINAL SECTION
- INTELLIGENCE DIVISION

From: SAC, \_\_\_\_\_

Subject:

- CR  EL  DIH  CRA-64
- PA  PE  PF  E
- DAMV  DAMV-FR  CAA
- AP  IWFC  CWAA  FI
- EID  Bomb Threats  Extremist Matters
- White Hate  Black

Summary of Complaint:

*FD-365*

INDICES:  Negative  See Summary

ACTION: UACB:

- No further action being taken and
- LHM enclosed  Copy to:  USA \_\_\_\_\_
- FD-376 (Enc. to LHM)  Secret Service \_\_\_\_\_
- LHM being submitted  ATF \_\_\_\_\_
- Report being submitted
- Preliminary investigation instituted
- Limited investigation instituted
- Investigation continuing

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DATE 10/04/2001 BY SP2/um/mf  
MOE-16*

Approved: \_\_\_\_\_ Sent \_\_\_\_\_ M Per \_\_\_\_\_  
Special Agent in Charge



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

SUBJECT:

CHARACTER:

REFERENCE:

Referenced communication contained subject's residence and/or employment address. A recent change has been determined and is being set forth below (change only specified):

Residence:

Employment:

FD-366

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DATE 10/14/00 BY SP2 BUN/lmf  
mo 2-16

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UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

Attention: Data Processing Section

FROM : SAC,

SUBJECT: DISSEMINATION OF CRIMINAL INFORMATION  
TO OTHER AGENCIES

RE SAC Letter 59-30 dated 5/5/59.

A. Total number of items disseminated to local and  
state law enforcement agencies -----

1. Information obtained during course of Bureau  
investigation -----

2. Information furnished by all informants -----

3. Information from complaints and any other sources --

B. Total number of items disseminated to other Federal  
agencies -----

1. Information obtained during course of Bureau  
investigations -----

2. Information furnished by all informants -----

3. Information from complaints and any other sources --

	All Matters	Narcotics Matters
A. Total number of items disseminated to local and state law enforcement agencies -----		
1. Information obtained during course of Bureau investigation -----		
2. Information furnished by all informants -----		
3. Information from complaints and any other sources --		
B. Total number of items disseminated to other Federal agencies -----		
1. Information obtained during course of Bureau investigations -----		
2. Information furnished by all informants -----		
3. Information from complaints and any other sources --		

3 - Bureau

*FD-371*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP6AUM/lmf  
m02-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

**Note:** Items 1 thru 10, list **total numbers**;  
Items 11 thru 13, list **dollar value**;  
or indicate **none** if applicable.

SUBJECT: CRIMINAL INFORMANT PROGRAM  
MONTHLY PROGRESS LETTER

### Administrative Accomplishments

1. Informants Listed at Beginning of Month \_\_\_\_\_

2. Informants Added During the Month \_\_\_\_\_  
(List Symbol Numbers here.)

3. Informants Deleted During the Month \_\_\_\_\_  
(List Symbol Numbers here.)

*FD-374*

4. Informants Listed at End of Month \_\_\_\_\_

5. Potential Informants Being Developed \_\_\_\_\_

### Statistical Accomplishments

6. Subjects Arrested, FBI Cases \_\_\_\_\_

7. Bureau Fugitives (included in Item 6) \_\_\_\_\_

8. Subjects Located, FBI Cases (not included in Items 6 or 7) \_\_\_\_\_

9. Subjects Arrested, Other Federal Agencies \_\_\_\_\_

10. Subjects Arrested, State and Local \_\_\_\_\_

11. Merchandise Recovered, FBI Cases \_\_\_\_\_

12. Merchandise Recovered, State & Local \_\_\_\_\_

13. Merchandise Recovered, Other Federal Agencies \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/00 BY SP6 ALH/jmr  
mar-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

Date:

Director  
Federal Bureau of Investigation  
Washington, D. C. 20535

TRAINING AGREEMENT

In consideration for the following specialized training which will result in considerable time and expense to the Federal Bureau of Investigation (FBI), I, \_\_\_\_\_, agree to remain in the service of the FBI (or Department of Justice, as to final item below) for the time specified, contingent upon my maintaining a satisfactory work record.

- So that I may receive training in **classifying, searching, and filing of fingerprints**, I agree to remain in the service of the FBI performing fingerprint duties for at least one year from this date. I understand that I may be assigned, consistent with the demands of the service, to work at night.
- So that I may receive training in  stenographic  typing skills, I agree to remain in the FBI for a minimum of one year after completion of training. In addition, I agree to accept any assignment in any division at FBIHQ or Washington Field Office consistent with such needs for my services.
- So that I may receive training in  automatic data processing equipment  cryptanalytics, I agree to remain in the FBI one year after completion of formal training.
- So that I may receive training in a **foreign language**, I agree to remain in the FBI for three years after I successfully complete this training.
- So that I may receive **advanced training in maintenance and repair of FM radio equipment**, I agree to remain in the service of the FBI for at least one year following completion of the training.
- So that I may receive training under the Government Employees Training Act to be given me at \_\_\_\_\_, I agree to remain in the Department of Justice for a minimum of \_\_\_\_\_ after completion of training. If I voluntarily leave the Department before expiration of that period, I will pay the Government the amount of the additional expenses paid by it for the above-mentioned training.

FD-375

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/00 BY SP2 NM/jmt  
MAR-16

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

Symbol Number \_\_\_\_\_ Office File \_\_\_\_\_

Type of Informant:  PEI  EI  CS-E Bur File \_\_\_\_\_

Date Approved and Serial No. \_\_\_\_\_ Serial Number \_\_\_\_\_

1. Name \_\_\_\_\_
2. Aliases \_\_\_\_\_
3. Bureau advised of Symbol \_\_\_\_\_
4. Cover name assigned and Bureau advised \_\_\_\_\_
5. Background developed \_\_\_\_\_
6. Description \_\_\_\_\_
7. Photograph \_\_\_\_\_
8. Local criminal check \_\_\_\_\_
9. Bureau Identification Record (FD-9) \_\_\_\_\_
10. Armed Service record check \_\_\_\_\_
11. Informants canvassed \_\_\_\_\_
12. Past extremist activities \_\_\_\_\_
13. Extremist associates \_\_\_\_\_
14. Informant advised of:
  - (a) Not Bureau employee \_\_\_\_\_
  - (b) Activities voluntary \_\_\_\_\_
  - (c) Relationship confidential \_\_\_\_\_
  - (d) FBI jurisdiction \_\_\_\_\_
  - (e) Furnish information only to Bureau \_\_\_\_\_
  - (f) Payments are income \_\_\_\_\_
  - (g) Report to be submitted under code name and in third person \_\_\_\_\_
  - (h) Not to contact office personally \_\_\_\_\_
  - (i) Not to retain copies of notes or reports \_\_\_\_\_
15. Reliability check \_\_\_\_\_
16. Statement of cooperation \_\_\_\_\_
17. When removed from probation \_\_\_\_\_
18. Informant indices card made \_\_\_\_\_
19. Agent who handles informant \_\_\_\_\_
20. Alternate Agent \_\_\_\_\_
21. Flash notice placed \_\_\_\_\_ or removed \_\_\_\_\_
22. Coverage \_\_\_\_\_
23. NCIC Test (Z) Inquiry \_\_\_\_\_
24. Inspector's rating at time of last inspection \_\_\_\_\_

FD-377

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/00 BY SP2ALM/lmp

MAR-16

Completed \_\_\_\_\_

Approved \_\_\_\_\_

No Serial Number

Keep on Top of Other Serials in File

UNITED STATES GOVERNMENT

# Memorandum

TO :

DATE:

FROM :

SUBJECT:

RE: \_\_\_\_\_

*FD-379*

Bureau authority is requested to interview subject in accordance with existing instructions relating to interviews of security subjects. Care will be exercised to protect the original source in this matter. No direct questions will be asked during the interview which will disclose to the subject the identity of the official or the establishment contacted, the method used in the contact, or the fact we are aware of the contact. The interview will be conducted in a manner so that the subject will volunteer the details of the contact. If this subject is cooperative, no affirmative steps will be taken during the initial interview to direct his activities, but a separate communication will be directed to the Bureau setting forth the results of the interview and requesting authority to recontact the subject to determine his asset potential.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/03/2008 BY SP2 RUM/ymf  
MOR-16

# FBI PERSONNEL RECORD

**TYPE OR PRINT**

LAST NAME

FIRST NAME

MIDDLE NAME

SEX

RACE

HT. (Inches)

WT.

HAIR

EYES

EMPLOYEE'S SIGNATURE

DATE OF BIRTH

PLACE OF BIRTH

SCARS AND MARKS - AMPUTATIONS

DATE FINGERPRINTED

LEAVE THIS SPACE BLANK

FINGERPRINTED BY

CLASS.

REF.

1. RIGHT THUMB

2. RIGHT INDEX

3. RIGHT MIDDLE

4. RIGHT RING

5. RIGHT LITTLE

FD 380

6. LEFT THUMB

7. LEFT INDEX

8. LEFT MIDDLE

9. LEFT RING

10. LEFT LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

LEFT THUMB

RIGHT THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/00 BY SP8ALM/mtc

mdr-16



F B I

Date:

Transmit the following in \_\_\_\_\_  
(Type in plaintext or code)

Via Airtel \_\_\_\_\_  
(Precedence)

To: Director, FBI  
From: SAC, \_\_\_\_\_  
Subject: CRIMINAL INTELLIGENCE PROGRAM  
          \_\_\_\_\_ DIVISION  
          MONTHLY SUMMARY OF ACCOMPLISHMENTS  
Re my airtel \_\_\_\_\_

FD-394

- 1. Number of agents assigned exclusively to the Criminal Intelligence Program in this Division: \_\_\_\_\_
- 2. A. Number of man days expended on this program during the recently concluded month: \_\_\_\_\_
- B. Number of man days expended on this program during the previous month: \_\_\_\_\_
- 3. A. Total number of Top Echelon Criminal Informants now active in this Division: \_\_\_\_\_
- B. Number of Top Echelon Criminal Informants developed during the recently concluded month: \_\_\_\_\_
- 4. A. Total number of La Cosa Nostra members identified to date in this Division: \_\_\_\_\_
- B. Number of La Cosa Nostra members identified as such during the recently concluded month: \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 01/04/2000 BY SP2 am/jmf  
MAR-16

Approved: \_\_\_\_\_ Sent \_\_\_\_\_ M Per \_\_\_\_\_  
Special Agent in Charge

VERIFICATION OF INFORMATION CONCERNING BOMBING SUSPECTS

MEMORANDUM RE:

Office File:

The following is the most recent place of residence, employment, employment address, organizational position, or description of automobile of subject as contained in the files of this office.

Residence:

Employment:

Address:

FD-398

Key Facility Data (if applicable)

Geographical Reference Number \_\_\_\_\_ Responsible Agency \_\_\_\_\_

Description of Automobile:

-----  
It is requested the place of employment, address of employment, residence address, organizational position of subject or description of automobile be verified and the proper notation made below. It should also be determined if the subject still meets the criteria for investigation as set forth in Section 23E of the Manual of Instructions regarding Bombing Suspects.

Date:

Verified by SA:

An LHM should be submitted to Bureau & interested agencies  Yes  No

File Reviewed \_\_\_\_\_

Subject  does  does not meet above criteria

-----  
(For office use only)

Status \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/00 BY SPANUM/MLC  
MOR-16

UNITED STATES GOVERNMENT

# Memorandum

TO :

DATE:

FROM :

SUBJECT:

Re: **EXTREMIST OR SECURITY INFORMANT PROGRESS/JUSTIFICATION LETTER**

I.  (a) I recommend that authority be granted to continue captioned informant for a period of \_\_\_\_\_ months effective \_\_\_\_\_ and that he continue to be paid under the authority of the Special Agent in Charge, UACB.

(b) I recommend that authority be granted to pay captioned informant an amount up to \$ \_\_\_\_\_ per  month  week for services rendered on a c.o.d. basis, and up to \$ \_\_\_\_\_ per  month  week for expenses actually incurred for a period of \_\_\_\_\_  months  weeks effective \_\_\_\_\_.  
(If increase, furnish full justification under "Miscellaneous.")

II. Membership:

Amount paid for services and expenses:

*FD-401*

Number of activities and persons on whom coverage is provided:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP2 RUM/inf  
MOR-16

Number of statements (written and oral) submitted: \_\_\_\_\_

Considered stable and reliable  Yes  No (Explain in "Miscellaneous.")

Indoctrinated against disclosure  Yes

Percentage of information verified \_\_\_\_\_

All necessary action taken on information furnished  Yes  No (Explain in "Miscellaneous.")

Advised payments for services are to be considered as income for tax purposes  Yes

Summary of information furnished: *(If more space needed, add addendum.)*

Miscellaneous: *(Furnish steps being taken to advance informant, and any other pertinent information which should be brought to Bureau's attention.)*



Furnish complete listing quarterly - by the 10th of January, April, July, October; remaining months furnish only pertinent changes.

<p>Name, location and number members of black, white, &amp; Indian extremist groups including identities of local chapters &amp; extremist groups on college campuses.</p>	<p>Identities of informants providing coverage who are members of organization. Do not list non-member informants. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.</p>	<p>Identities of individuals or groups who have participated in or are active in planning acts of extremist violence.</p>	<p>Identities of informants and sources providing coverage of the individual or groups in preceding column. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.</p>	<p>Identify geographical areas where there is a potential for violence &amp; estimate the population in each area.</p>	<p>Furnish the number of informants and sources furnishing coverage of each area.</p>
		<p style="text-align: center; font-size: 2em; font-weight: bold;">FD 405a</p>			

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10/23/2000 BY SP8AVM/lmf

mDR-16

12

EXTREMIST INFORMANT ACCOMPLISHMENTS

(Summarize Informant Accomplishments for Previous Month re Extremist Intelligence Information. Specifically identify those major accomplishments attributable to Confidential Sources.)

FD-405b

DETAILS FOR STATISTICAL ACCOMPLISHMENTS LISTED ON FD-405

(Include (1) Corresponding Item # from FD-405; (2) Identity of Case; (3) Field or Bufile #; (4) Type of Accomplishment.)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/04/2000 BY SP8AM/lmf  
MDR-16

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any Special Agent or other authorized representative of the Federal Bureau of Investigation bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records; medical records; and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Federal Bureau of Investigation. Consent is granted for the FBI to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: \_\_\_\_\_  
(Signature)

Full Name: \_\_\_\_\_  
(Type or Print Name)

Parent or Guardian: \_\_\_\_\_  
(If required)

Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*FD-406*

Witness: \_\_\_\_\_  
(Special Agent)  
Federal Bureau of Investigation

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/00 BY SP2 AVM/lmf  
m02.16



(Copies to Offices Checked)

To:  Director, Att.: \_\_\_\_\_  
 SAC,

- Albany
- Albuquerque
- Alexandria
- Anchorage
- Atlanta
- Baltimore
- Birmingham
- Boston
- Buffalo
- Butte
- Charlotte
- Chicago
- Cincinnati
- Cleveland
- Columbia
- Dallas
- Denver
- Detroit
- El Paso
- Honolulu

- Houston
- Indianapolis
- Jackson
- Jacksonville
- Kansas City
- Knoxville
- Las Vegas
- Little Rock
- Los Angeles
- Louisville
- Memphis
- Miami
- Milwaukee
- Minneapolis
- Mobile
- Newark
- New Haven
- New Orleans
- New York City
- Norfolk

- Oklahoma City
- Omaha
- Philadelphia
- Phoenix
- Pittsburgh
- Portland
- Richmond
- Sacramento
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- San Juan
- Savannah
- Seattle
- Springfield
- Tampa
- Washington Field

Date \_\_\_\_\_

RE:

REMARKS:

FD-417

ALL INFORMATION CONTAINED  
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DATE 10/03/2000 BY SP2 BUN/lmc  
m02.16

SAC \_\_\_\_\_

FILE #:

OFFICE \_\_\_\_\_

Extremist Photograph Album

Arab Photograph Album

1. Name \_\_\_\_\_

2. Aliases \_\_\_\_\_

3. Date and Place of Birth \_\_\_\_\_

4. Citizenship	6. Race <input type="checkbox"/> black <input type="checkbox"/> white <input type="checkbox"/> oriental <input type="checkbox"/> other: _____	7. Height	8. Weight
5. Sex <input type="checkbox"/> male <input type="checkbox"/> female		9. Hair	10. Eyes

PHOTO

11. Build  
 small  medium  large  thin  athletic  
 obese

12. Characteristics  
 glasses  dark glasses  mustache  beard  
 Afro clothes  Afro hairdo  
 bushy  short  long  
 others: \_\_\_\_\_

13. Scars and marks \_\_\_\_\_

14. Tattoos \_\_\_\_\_

15. Marital status  
 single  married  separated  divorced

16. Education (check highest)  
 elementary  junior high school  high school  
 college  other: \_\_\_\_\_

FD-432

17. Military  
 Army  Navy  Marine Corps  Coast Guard

Date taken \_\_\_\_\_

18. Residence \_\_\_\_\_

21. Relatives (list name and city)

Father \_\_\_\_\_

Mother \_\_\_\_\_

Spouse \_\_\_\_\_

Others \_\_\_\_\_

19. Occupation \_\_\_\_\_

20. Employer \_\_\_\_\_

22. Identifying Numbers

FBI No. \_\_\_\_\_ Military No. \_\_\_\_\_ Social Security No. \_\_\_\_\_ Alien Registration No. \_\_\_\_\_

Passport No. \_\_\_\_\_ issued \_\_\_\_\_ Others \_\_\_\_\_ (date)

23. Known to carry weapons

No  Yes Type \_\_\_\_\_

25. Fingerprint Classification \_\_\_\_\_

24. Previous Felony Conviction

No  Yes Offense \_\_\_\_\_

26.  Extremist Activities  Arab Activities

Affiliated with \_\_\_\_\_; Official Position \_\_\_\_\_;

if none, succinct characterization \_\_\_\_\_ (use other side if necessary)

Office of Origin	File No.	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/03/2006 BY SP2/AM/1406	Bufile No.	Date prepared
------------------	----------	---	------------	---------------

MDR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI (157-23582)

DATE:

FROM : SAC,

SUBJECT:  EXTREMIST PHOTOGRAPH ALBUM (EPA)  ARAB TERRORIST PHOTOGRAPH ALBUM (APA)  
EXTREMIST MATTERS INTERNAL SECURITY - MIDDLE EAST

*Check applicable statement:*

- Enclosed for Bureau are \_\_\_\_\_ copies and for each Field Division, one copy of FD-432, regarding \_\_\_\_\_ for inclusion in  Extremist Photograph Album  Arab Photograph Album.
- Enclosed for Bureau are \_\_\_\_\_ copies and for each Field Division, one copy of amended biographical sketch of \_\_\_\_\_ who is currently in the  EPA  APA.
- Enclosed for Bureau are \_\_\_\_\_ copies and for each Field Division, one copy of new photograph of \_\_\_\_\_ who is currently in the  EPA  APA.
- Bureau authority has been granted to delete \_\_\_\_\_ from the  EPA  APA. Remove FD-432 from  EPA  APA and destroy.

*FD 432a*

- 1 - Bureau (Enc.)
- 1 - All Offices (Enc.)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/80 BY SP2 RUM/lmf  
MOR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM :

SUBJECT: SECURITY INFORMANTS AND ASSETS

Note: Submit quarterly, in each instance to reach the Bureau by the 15th day of submitting month without fail.  
(January, April, July, October)

1. Security Informants and Assets

	PSI	SI	IA	OA
(a) Total number at beginning of quarter	_____	_____	_____	_____
(b) Total number added during quarter (symbol number of each below)	_____	_____	_____	_____
(c) Total number deleted during quarter (symbol number of each below)	_____	_____	_____	_____
(d) Total number at end of quarter	_____	_____	_____	_____

FD-439

ALL INFORMATION CONTAINED  
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DATE 10/03/2000 BY SP2 RUM/lmf  
MAR-16

2 - Bureau

UNITED STATES GOVERNMENT

# Memorandum

**SECRET**

TO : SAC (105- ) (P)

DATE:

FROM :

SUBJECT:

IS -  
IS - CHINA, CUBA  
(OO:

(SOBIR)

**FD-449**

On \_\_\_\_\_, \_\_\_\_\_, Clerk,

INS, \_\_\_\_\_, advised that \_\_\_\_\_,

ARN A \_\_\_\_\_, entered the United States on \_\_\_\_\_,

at \_\_\_\_\_, and was destined for \_\_\_\_\_

(City and/or Name and Address of Sponsors)

The INS file further reflected the following:

Date and Place of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Education or Professional Training: \_\_\_\_\_

Residence (current): \_\_\_\_\_

Residence (prior to entry): \_\_\_\_\_

Date last left communist country: \_\_\_\_\_

A new 105- case should be opened on this memo for a complete review of subject's INS file to determine if further inquiry should be conducted re subject.

Indices of this office reflect the following re subject and sponsors:

CLASSIFIED BY SP2 A/m / lmt  
DECLASSIFY ON: 25X 1  
MOR-16

**SECRET**

UNITED STATES GOVERNMENT

# Memorandum

## COMPUTERIZED TELEPHONE NUMBER FILE (CTNF) - ENTRY AND SEARCH REQUEST

TO : Director, FBI  
Att.: Data Processing Section

DATE:

FROM : SAC,

SUBJECT:

*FD 450*

1. Subject's Name \_\_\_\_\_

Field Office \_\_\_\_\_ Field File # \_\_\_\_\_

Action:  Add to file Area Code \_\_\_\_\_ Telephone # \_\_\_\_\_  
 Modify Record (Indicate modifications under "Remarks" below; always list current CTNF telephone number.)  
 Delete from file Area Code \_\_\_\_\_ Telephone # \_\_\_\_\_

Telephone Subscriber's: \_\_\_\_\_ Telephone Located at: (If different from subscriber) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

### 2. Process in CTNF:

- Telephone data enclosed, or  sent under separate cover
- a.  Telephone Data Analysis -  billing statements  phone toll tickets  other (specify) \_\_\_\_\_
- Telephone data for period (including month and year) \_\_\_\_\_
- Billing number(s) including area code, city and state \_\_\_\_\_
- b.  Telephone Number Check (If just one or more phone numbers to be searched against CTNF, insure area code and and/or city and state included.)

Remarks:

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HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 sum/lm/c  
m DE-16

Enclosure

### FOR FBI HEADQUARTERS' USE ONLY

RETURN TO SAC, \_\_\_\_\_ Date \_\_\_\_\_

- HIT LIST -  Attached  Forwarded under separate cover \_\_\_\_\_ Hits
- "TO AND BILLING NUMBER" LISTINGS -  Attached  Forwarded under separate cover
- TELEPHONE NUMBERS MARKED BY "\*" ON BILLING STATEMENT not processed because  
 ILLEGIBLE  INSUFFICIENT DATA
- ACTION TAKEN -  Add  Delete  Record modified  Telephone data analysis
- BILLING NUMBER -  Included  Not included in CTNF

Enclosure

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

NOTE: Items 1 through 9 list total numbers; items 10 through 12 list dollar value; furnish details FD-451a. INCLUDE ALL SECURITY INFORMANTS, ASSETS AND SOURCES. DO NOT INCLUDE BLACK EXTREMIST OR WHITE HATE INFORMANTS OR SOURCES.

SUBJECT: STATUS REPORT (MONTHLY)  
 SECURITY INFORMANTS, ASSETS AND SOURCES

*FD-451*

Re: \_\_\_\_\_

	Security Informants	Potential Security Informants	Confidential Sources	Panel Sources	Operational Assets	Informative Assets
1. Informants (Approved)						
a. Listed at beginning of month						
b. Added						
c. Deleted						
d. Listed at end of month						
2. Informants (Under Development)						
a. Listed at beginning of month						
b. Added						
c. Deleted						
d. Listed at end of month						

3. Number of Agents assigned exclusively to the development of security informants, assets, confidential sources and panel sources  
 \_\_\_\_\_

4. Total amount of money paid to security informants, assets, confidential sources and panel sources for information concerning subversive organizations and individuals under SAC authority.

Services

Expenses

Total

\_\_\_\_\_

### STATISTICAL ACCOMPLISHMENTS

- 5. Subjects Arrested, FBI Cases \_\_\_\_\_
- 6. Bureau Fugitives (included in Item 5) \_\_\_\_\_
- 7. Subjects Located, FBI Cases (not included in Item 5 or 6) \_\_\_\_\_
- 8. Subjects Arrested, other Federal Agencies \_\_\_\_\_
- 9. Subjects Arrested, State and Local \_\_\_\_\_
- 10. Merchandise Recovered, FBI Cases \_\_\_\_\_
- 11. Merchandise Recovered, State and Local \_\_\_\_\_
- 12. Merchandise Recovered, other Federal Agencies \_\_\_\_\_

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10/03/00 BY SP2 RUM/lm/

*MDR-16*

A.

SECURITY INFORMANT AND ASSET ACCOMPLISHMENTS

(Summarize Significant Informant Accomplishments for Previous Month.)  
(Do not Include any Information that would Divulge the Identity of any Informant or Asset.)

FD-451a

B.

DETAILS FOR STATISTICAL ACCOMPLISHMENTS LISTED ON FD-451

(Include (1) Corresponding Item # from FD-451; (2) Identity of Case; (3) Field or Bufile #; (4) Type of Accomplishment.)

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HEREIN IS UNCLASSIFIED  
DATE 10/03/2001 BY SP2 RUM/UMF  
MDR-16



Furnish complete listing quarterly - by the 10th of January, April, July, October; remaining months furnish only pertinent changes.

A. Name, location and number of subversive groups including identities of groups on college campuses, exclusive of those in black extremist, white hate, or espionage matters.	B. Symbol numbers of member informants or assets providing coverage who are members of organizations. Do not list non-member informants. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.	C. Identities of individuals or groups who have participated in or are active in planning subversive acts of violence, exclusive of those in black extremist, white hate or espionage matters.	D. Symbol numbers of informants, assets and sources providing coverage of individuals or groups shown in Column C. If no member informant, attach addendum and explain why you do not have member informants. Indicate specific action being taken to develop member informants and date such coverage is anticipated for each group.
	<p style="text-align: center; font-size: 2em;">FD-451b</p> <p style="text-align: center;">ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/03/2000 BY SP8/um/ltw moe-16</p>		

UNITED STATES GOVERNMENT

# Memorandum

TO :

DATE:

FROM :

SUBJECT:

\_\_\_\_\_  
Name of Employee

## REQUEST FOR ADVANCE OF FUNDS

The following information, along with the completed Standard Form 1038, is submitted to request advance of funds for

Mileage       Per Diem       Temporary Quarters

relative to official transfer from \_\_\_\_\_ to \_\_\_\_\_.

1. Rand McNally mileage between transfer points is \_\_\_\_\_.
2. Names and ages of dependents who will accompany employee are:

*FD-460*

CHECK and COMPLETE Item 3 or Item 4, as appropriate.

3. (a) Employee and family will depart  WDC     Old Duty Station  
on \_\_\_\_\_ via POA.  
(date)

(b) Employee and family will require \_\_\_\_\_ days per diem. The maximum amount to be advanced is based upon one day for each 300 miles or ¼ day for each 75 miles or fraction thereof for the Rand McNally mileage between transfer points.

4. (a) Employee will depart WDC on \_\_\_\_\_ via  POA     Common Carrier  
(date)  
to pick up family at residence in \_\_\_\_\_.  
Employee and family will travel to new duty station via POA.

(b) Advance mileage and per diem are allowed for miles actually traveled by POA; employee is entitled to allowance for \_\_\_\_\_ miles; family is entitled to allowance for \_\_\_\_\_ miles.

(c) Based upon the 300 miles-a-day rule, allowed days \_\_\_\_\_ for employee  
\_\_\_\_\_ for family

ALL INFORMATION CONTAINED  
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DATE 10/03/2000 BY SP8 Nvm/jmk  
MOR-16

5. Employee and family will occupy temporary quarters for \_\_\_\_\_ days.

FIELD OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

FM RADIO INSTALLATION DATA

STATION

ASSOCIATED EQUIPMENT

Location Name \_\_\_\_\_ Call Sign \_\_\_\_\_

Mfg. \_\_\_\_\_

Transmits to \_\_\_\_\_

Combination Model \_\_\_\_\_ Combination Serial # \_\_\_\_\_

Receives from \_\_\_\_\_

Use Base \_\_\_\_\_ ECC Repeater \_\_\_\_\_ R400/R167 Repeater \_\_\_\_\_  
R400/T167 Repeater \_\_\_\_\_ Other \_\_\_\_\_

Transmitter Model \_\_\_\_\_ Receiver Model \_\_\_\_\_

Transmitter Power Out \_\_\_\_\_

Frequencies T \_\_\_\_\_ R \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transmission Line Type \_\_\_\_\_ Length \_\_\_\_\_

Duplexer Mfg. \_\_\_\_\_ Model \_\_\_\_\_

Lat. & Long. \_\_\_\_\_ N \_\_\_\_\_ W

Control Landline #s \_\_\_\_\_  
Moore Model # \_\_\_\_\_  
Squelch keyed \_\_\_\_\_

REQUIRED ANTENNA DATA

(T) Yagi \_\_\_\_\_ Omni \_\_\_\_\_ Ground elevation above sea level \_\_\_\_\_

Distance from Field Office \_\_\_\_\_ AIR MILES  
or \_\_\_\_\_ road miles

Gain \_\_\_\_\_ Bearing \_\_\_\_\_ Antenna Height above Ground \_\_\_\_\_

Structure \_\_\_\_\_  
(pole, tower, bldg.)

(R) Yagi \_\_\_\_\_ Omni \_\_\_\_\_

Gain \_\_\_\_\_ Bearing \_\_\_\_\_ Ground Elevation above Sea Level \_\_\_\_\_

Remarks \_\_\_\_\_

Antenna Height above Ground \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/00 BY SP2 sum/mc  
mDR-16

A SEPARATE FORM SHOULD BE PREPARED FOR EACH UNIT

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM : SAC,

Attn: Procurement and Administrative  
Services Section

SUBJECT: CLERICAL IDENTIFICATION CARD

There is enclosed the negative and two prints of \_\_\_\_\_  
# \_\_\_\_\_ with a request that a new  Identification Card  Credential Card be  
prepared for the above employee. This request is being submitted for the following reason:

- New Employee (EOD: \_\_\_\_\_ )
- Lost Identification Card (See remarks below.)
- Married - Payroll Name \_\_\_\_\_
- Damaged (See remarks below.)
- Reassignment from \_\_\_\_\_ to \_\_\_\_\_
- Return to duty from Military Service
- Other (Example: Not a good likeness.)

Enclosed is signed property receipt for completed  Identification Card  
 Credential Card for the following employee:

Remarks:

FD 464

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/2000 BY SP6 RIM/lmf  
MAR-16

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Location)

I, \_\_\_\_\_  
(Name)

\_\_\_\_\_, hereby  
(Address)

authorize \_\_\_\_\_ and

*FD-472*

\_\_\_\_\_, Special Agents of the

Federal Bureau of Investigation, United States Department of Justice, to install a

recording device on a telephone located at \_\_\_\_\_  
(Location)

for the purpose of recording any conversation I may have on that telephone with

\_\_\_\_\_ on or about \_\_\_\_\_  
(Name of Subject(s)) (Date)

I have given this written permission to the above-named Special

Agents voluntarily, and without threats or promises of any kind.

\_\_\_\_\_  
(Signature)

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2010 BY SP2 RVM/lmf  
mde-16

*12/13*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Location)

I, \_\_\_\_\_,  
(Name)

\_\_\_\_\_  
(Address)

hereby authorize \_\_\_\_\_ and

*FD-473*

\_\_\_\_\_, Special Agents of the

Federal Bureau of Investigation, United States Department of Justice, to place a

- Body Recorder
  - Transmitter
- on my person for the purpose of recording any conversations

with \_\_\_\_\_  
(Name of Subject(s))

which I may have on or about \_\_\_\_\_.  
(Date)

I have given this written permission to the above-named Special

Agents voluntarily and without threats or promises of any kind.

\_\_\_\_\_  
(Signature)

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*2*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP0 RLM/lmf

*MDR-16*

LIST OF FILES DESTROYED

Files crossed off on this list have been reviewed and destroyed per MRR-II, Section 3, and SAC Memorandum 52-74 (A) dated 11-5-74. Index cards to be retained 20 years and then destroyed as encountered.

CLASSIFICATION -

File Number	OO	OO File #	Date Destroyed	File Number	OO	OO File #	Date Destroyed
01				51			
02				52			
03				53			
04				54			
05				55			
06				56			
07				57			
08				58			
09				59			
10				60			
11				61			
12				62			
13				63			
14				64			
15				65			
16				66			
17				67			
18				68			
19				69			
20				70			
21				71			
22				72			
23				73			
24				74			
25				75			
26				76			
27				77			
28				78			
29				79			
30				80			
31				81			
32				82			
33				83			
34				84			
35				85			
36				86			
37				87			
38				88			
39				89			
40				90			
41				91			
42				92			
43				93			
44				94			
45				95			
46				96			
47				97			
48				98			
49				99			
50				00			

FD-478

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-23-2000 BY SPANUM/lmc  
MDR-16

# FILES AND RECORDS DESTRUCTION ORDER

Date \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: File No. \_\_\_\_\_

I have reviewed this file, and under the criteria set forth in Part II, Section 3, of Manual of Rules and Regulations, this file should be:

**Destroyed**

under the  120-day Rule  1-year Rule  5-year Rule  10-year Rule

**Retained**

**Justification for Retention is as Follows:**

FD-479

Case Agent's Initials \_\_\_\_\_

Supervisor's Initials \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 RIM/hmc  
MDR-16



Wanted-Flash-Cancellation Notice  
I-12 (Rev. 6-17-74)

Date \_\_\_\_\_

TO: DIRECTOR, FBI  
Washington, D. C. 20537

Attention: Identification Division

Dear Sir:

Instructions on the reverse side of this form have been read. Please place the type of service checked below against the Fingerprint Record of subject named.

Your Case or File Number \_\_\_\_\_

WANTED FOR \_\_\_\_\_ Date of Warrant or Escape \_\_\_\_\_

FLASH:  
MANDATORY RELEASE \_\_\_\_\_ 19\_\_ EXPIRES \_\_\_\_\_ 19\_\_ ; PAROLE \_\_\_\_\_ 19\_\_ EXPIRES \_\_\_\_\_ 19\_\_ ;  
PROBATION \_\_\_\_\_ 19\_\_ EXPIRES \_\_\_\_\_ 19\_\_ ; SENTENCE EXPIRES \_\_\_\_\_ 19\_\_ ; SPT EXPIRES \_\_\_\_\_ 19\_\_ .  
WHEN REQUESTING FLASH NOTICE, GIVE FOLLOWING INFORMATION:

Date and Place of Sentence \_\_\_\_\_ Final Disposition \_\_\_\_\_

Charge \_\_\_\_\_

Contributor of Fingerprints \_\_\_\_\_

CANCEL Because \_\_\_\_\_

Name \_\_\_\_\_ Residence \_\_\_\_\_

Aliases \_\_\_\_\_ Numbers \_\_\_\_\_ Occupation \_\_\_\_\_ Marital Status \_\_\_\_\_

Arrest \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Nationality \_\_\_\_\_

FBI # \_\_\_\_\_ Military \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_ Complexion \_\_\_\_\_

Date of birth \_\_\_\_\_ Alien \_\_\_\_\_ Scars, marks and peculiarities \_\_\_\_\_

Place of birth \_\_\_\_\_ Social Security \_\_\_\_\_

RETAIN PERMANENTLY IN  
FBI # \_\_\_\_\_

Fingerprint class \_\_\_\_\_  PLEASE FURNISH IDENTIFICATION RECORD

Will extradite  Will not extradite

Agency and Address of Parties to be notified of apprehension: \_\_\_\_\_ Name and Address of Contributor \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/2000 BY SP5 sum/llm  
MDR-16

See over for Instructions

Request **WANTED** notice when subject's apprehension or location is desired.

Request **FLASH** notice when subject is placed on parole or probation and you desire to be advised if he is arrested while in this status. Fingerprints for offense must be in Identification Division files or FBI number furnished when requesting flash notice.

Request **CANCELLATION** when subject's custody is secured or you no longer desire information concerning him.

The Name, Number, and Agency should be exactly the same as they appear on the Fingerprint card in the files of the FBI. In all instances when the FBI number is known, it should be indicated.

In the event a Law Enforcement Agency is not certain there is a previous Fingerprint Record for the subject in the files of the FBI and desires a Wanted Notice posted, the descriptive data indicated on this form should be completed. If a possibly identical record is located by the FBI, it will be furnished in order that the Law Enforcement Agency may determine whether or not this record is identical with the subject wanted. Wanted or Flash Notices are not posted in our files unless positive identifications can be effected. Therefore, if an identification with a particular Fingerprint Record is made by you after receipt of possibly identical information from us, it will be necessary to resubmit this form so that the notice can then be posted in your behalf.

Date \_\_\_\_\_

TO:

- Card Index Section - Special Desk
- Fingerprint Correspondence Section - Room 1311
- Recording Section - Special Desk
- Technical Section - Special Desk

PLACE A STOP ON:

- Incoming fingerprint card
- "Recorded" fingerprint card

Name \_\_\_\_\_

Contributor \_\_\_\_\_

Arrest # \_\_\_\_\_

FBI # \_\_\_\_\_

Fingerprint classification \_\_\_\_\_

Date recorded \_\_\_\_\_

Date charged out \_\_\_\_\_

Handled \_\_\_\_\_

**ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/00 BY SP2 Sum/lmf**

Requested by MDR-16

Section \_\_\_\_\_ Room Number \_\_\_\_\_

1-39



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

The fingerprints of the person or persons named below  
have been forwarded to the officials at the point or points indicated.  
A search of their files disclosed the following:

<u>Name</u>	<u>Officials at</u>	<u>No Record</u>	<u>Record Attached</u>
-------------	---------------------	------------------	------------------------

1-40

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 03/03/00 BY SP8 AM/mf  
MDR-16

Identification Division  
FBI

NAME \_\_\_\_\_ DATE / /

NO. \_\_\_\_\_ **STOP** Date of Birth / /

**BUR. FUG.** \_\_\_\_\_ **LETTER** \_\_\_\_\_

**PRINT** \_\_\_\_\_ **WIRE** \_\_\_\_\_

**BRING TO** ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP0000/INC  
**M** \_\_\_\_\_

1-42

FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20537

Date \_\_\_\_\_

TO:

Enclosed is a copy of one or more  
Identification Records, or data without an enclosure,  
concerning

1-381

This information is being brought to  
your attention for any action you may wish to take.  
If it relates to a civilian employee of the Govern-  
ment, the Civil Service Commission is being  
separately advised.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP 0.000/mmc  
MOR-16

Enc.

Identification Division

FBI





3520	New Haven
3530	New Orleans
3540	New York City
3560	Norfolk
3580	Oklahoma City
3600	Omaha
3620	Philadelphia
3630	Phoenix
3650	Pittsburgh
3670	Portland
3680	Quantico Communications
3700	Quantico Training
3710	Richmond
3720	Sacramento
3730	St. Louis
3750	Salt Lake City
3770	San Antonio
3780	San Diego
3790	San Francisco
3800	San Juan
3820	Savannah
3840	Seattle
3860	Springfield
3880	Tampa
3920	Washington Field
	Total Field Office
3960	New Agents' Class
0010	Director's Office
0020	Associate Director's Office
0030	Asst. To The Dir. Off. Admin.
0040	Asst. To The Dir. Off. Invest.
1	Identification
2	Training
3	Administrative
4	Files and Communications
5	Domestic Intelligence
6	General Investigative
7	Laboratory
8	Crime Records
9	Special Investigative
10	Inspection
11	Office of Legal Counsel
12	Computer Systems
	SOG Clerks in Class
	Total SOG
	GRAND TOTAL



Description of Article	Amount	Room No.	Filled By	Delivered By	Received By	Date
<h1>3339</h1>						
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/03/2006 BY SP2 Rm/mt MOR-16</p>						

3501

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP8 BVM/ML  
MBR-16



Telephonic Request Re Credit or Service Record Inquiry

3-617 (7-21-71)

	Date
Requested By	Phone #
Name of Employee or Former Employee (Include Maiden Name)	Social Security Account No.

Desired Information

1. Verification of Employment       2. Personnel Record Check

Additional Information Including Reason for Inquiry

3-617

Action Taken

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 16/03/2000 BY SP2 RUM/lm  
MDR-16

Employee Who Handled Inquiry



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

Dear

Receipt is acknowledged of your communication of  
and your resignation is accepted  
effective

Sincerely yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

Enclosures ( )

3618

9

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/00 BY SP2 RVM/lmc  
mDR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

3619

Dear

Receipt is acknowledged of your communication of  
and your resignation is accepted  
effective

As a result of your failure to fulfill your signed agreement to remain in the service of the Government for a period of one year following the date you reported for duty, you are indebted to the Government for the cost of your transportation from your actual place of residence at the time of your appointment to Washington, D. C. Records indicate a total of \_\_\_\_\_ has been paid to you in connection with your travel to Washington, D. C. All monies due to you will be applied to liquidate your indebtedness. If monies due you from this Bureau exceed the indebtedness, a check for the remaining balance will be forwarded to you. You will be advised if there is any remaining indebtedness.

Sincerely yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

Enclosures ( )

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 RUM/lmf  
MDR-16



**OBTAIN CURRENT:**  Photo

Weight

Other

**VERIFY:**

Graduation

Grade Point Average

Class Standing

Naturalization Records

Current Employment

Hospitalization

Selective Service Status

Divorce Record and Interview  
Ex-spouse

Other

3-625

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2006 BY SP2 PUM/MLF  
MDR-16

4-22



4-22b

ALL IN  
HERE!  
DATE



4-31

4-31 (Rev. 5-7-62)

**STOP**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Let          | <input type="checkbox"/> Dir. Mail |
| <input type="checkbox"/> Airtel       | <input type="checkbox"/> 0-1       |
| <input type="checkbox"/> Routing Slip | <input type="checkbox"/> Misc.     |

Date

To:

Subject:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Return All  | <input type="checkbox"/> Return Yellow   |
| <input type="checkbox"/> Call        | <input type="checkbox"/> Call When Sent  |
| <input type="checkbox"/> Hold        | <input type="checkbox"/> Handle Special  |
| <input type="checkbox"/> Hold Yellow | <input type="checkbox"/> Call When Recd. |

Remarks:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/03/2009 BY SP2 RUM/ST

For

MDR-16

Ext.

Room

Initials

9

Date of removal	Removed by	<input type="checkbox"/> IS	<input type="checkbox"/> OS	<input type="checkbox"/> Appl.	<input type="checkbox"/> Spec.
Subject					
File and Serial # (or other description)				Dated	
<input type="checkbox"/> Appointment affidavit	<input type="checkbox"/> Permanent Brief	<b>4-50</b>			
<input type="checkbox"/> Fanfold	<input type="checkbox"/> Photograph				
<input type="checkbox"/> Formal application	<input type="checkbox"/> Veterans Preference & Social Security Statement				
<input type="checkbox"/> Health Benefits Registration form	<input type="checkbox"/> Waiver of Life Insurance Coverage				
<input type="checkbox"/> Investigative report	<input type="checkbox"/> Miscellaneous _____				
<input checked="" type="checkbox"/> Medical examination	_____				
<input type="checkbox"/> Performance rating report	_____				
<input type="checkbox"/> Removed in Personnel Actions Unit to be sent to Photostat Lab (or)	Mr. _____				
<input type="checkbox"/> Removed for Mrs.	_____				
	Miss _____				
	Room # _____				
This form is to be removed from file by an employee of Personnel Records upon the return of the item.					

No.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 PUM/lmf  
MOR-16

4-56

1983

41031

☆ U. S. GOVERNMENT PRINTING OFFICE: 1969-335-437.

STOP

4-56

DATE:

TIME:

FILE NO: \_\_\_\_\_ INITIALS: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

\_\_\_\_\_

Stop for Mr. \_\_\_\_\_ Rm. # \_\_\_\_\_ Ext. \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED~~

Renewed: DATE 10/3/2000 BY SP2 RUM/hmf

MOR-16



4-91

4-91 (5-19-55)

Abstract Request

Mail Request

Changed to

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SPAN/MLF  
MOR-16

Re:

Consolidation Unit,

Date of Mail \_\_\_\_\_

Has been removed and placed in the Special File Room of Records Section.

4-312

See File 66-2554-7530 for authority.

Subject JUNE MAIL

Removed By \_\_\_\_\_

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE 10/03/2000 BY SP8/um/lmf

MDR-16

Permanent Serial Charge Out



4-508

Individual Record - Expedite Processing  
4-508 (Rev. 6-24-64)

Date \_\_\_\_\_

Abstracts Typed  
Recording Unit Mail Typed  
Abstracts Filed  
Mail Removed from E.P.  
S.G.E. Forms  
Pickups  
Room Numbers  
Guard Duty

Number	Hrs.	Min.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 Rm/haf  
mjr-16

UNITED STATES GOVERNMENT

# Memorandum

TO :

DATE:

FROM :

SUBJECT:

The above captioned file is presently maintained in the Special File Room of the Records Section, Files and Communications Division. You are requested to have the substantive supervisor, responsible for this matter, review the file to determine if it is necessary to continue to maintain the file in the Special File Room, or whether it may be returned to the regular file sequence. The appropriate notation should be made on this memorandum which should be returned to the Filing Unit, Room 5847. This memorandum will be filed in the case file to record the action taken in connection with this review.

4-650

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/2000 BY SP2 RUM/jm/c  
MDR-16

**Expedite Processing Removal Record**

4-651 (12-4-61)

Date Received	Time Received
Removed For	
Room Number	Extension

From	Date of Mail
------	--------------

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4-651**

Type of Expedite Processing

O. S. (Outside Source)

SAC, Office \_\_\_\_\_

Removed By	Time Removed
------------	--------------

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/03/2000 BY SP2 RUM/lmf  
MDR-16

Subject \_\_\_\_\_  
\_\_\_\_\_

This serial, the original memorandum from the FBI to the Attorney General dated \_\_\_\_\_, which was returned to the Bureau signed by the Attorney General authorizing FBI to conduct electronic surveillance, has been permanently removed for retention in the National Security Electronic Surveillance File per memorandum T. J. Smith to Mr. E. S. Miller dated 7-13-73. See 62-115687-1 for details and where maintained.

4-674

Removed By \_\_\_\_\_ Date \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/2000 BY SP8/um/lmf  
mo2-16

Complete File and Serial Number \_\_\_\_\_

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: Routing Unit, Room 4336 JEH-FBI BLDG.

RE: "EXPEDITE PROCESSING" TICKLER

Attached is a copy of an abstract to a piece of mail sent to:

\_\_\_\_\_ on "EXPEDITE PROCESSING" on \_\_\_\_\_.

As of \_\_\_\_\_, this document had not been received back in the Records Section to be removed from "EXPEDITE PROCESSING" and placed on record. PLEASE STATE BELOW WHETHER YOU HAVE THIS DOCUMENT, OR ASSIST RECORDS SECTION IN LOCATING THIS MAIL BY INDICATING YOUR DISPOSITION OF SAME. If this document is in your possession, please promptly return it to Routing Unit, Room 4336 JEH-FBI BLDG., for processing, or return this note with reason for continued retention indicated hereon. Your cooperation in this matter will be appreciated and it will materially assist the Records Section in operating a sound records system for the benefit of all concerned.

4-677

CONTAINED  
ED  
10/22/8006 SP2.EM/unt  
MDR-11

RETURN REPLY TO ROUTING UNIT,  
ROOM 4336 JEH-FBI BLDG. 152



Date:

To: SAC, \_\_\_\_\_ (# \_\_\_\_\_ )

From: Director, FBI (#100-415762)  
Attention: Section IS-3  
Intelligence Division

Subject: PUBLICATIONS HANDLED BY  
SECTION IS-3

Publication \_\_\_\_\_

- Advise Bureau re status of subscription/publication.
- Not necessary to forward issues listed below:
- Forward following issues by routing slip:

\_\_\_\_\_

5-1

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/2000 BY SP8 plm/lmc  
MAR-16

(Place your reply on this form and return to the Bureau. Note on the top serial in the case file the receipt and acknowledgment of this communication.)

Section	Name					Date
	Active			Inactive		
	Number Items	Oldest Date	Estimated Hours to Complete	Number Items	Oldest Date	Estimated Hours to Complete
Outside Communications						
Held Communications						
FBIHQ Memoranda						
FBI Investigative Reports				xxxxxx	xxxxxx	xxxxxx
Publications	xxxxxx	xxxxxx	xxxxxx			
Files				xxxxxx	xxxxxx	xxxxxx
Total		xxxxxx			xxxxxx	
Projects				xxxxxx	xxxxxx	xxxxxx
Total	Items		Projects	Estimated Hours to Complete		

**Instructions:** Submit weekly as of close of business each Wednesday. List as delinquent items which have been in Division (a) over 5 workdays, if FBI investigative reports; (b) over 5 workdays if name check requests (form or letter); (c) over 5 workdays if routine communications from outside government agencies requiring analysis and/or action by Bureau but no reply; (d) over 2 workdays if communication from outside individuals or Government agencies requiring a reply; (e) over 3 workdays if any other types of incoming communications; (f) all mail held over 30 days, reason for delinquency and when each will be handled. **Active** items call for the furnishing or requesting of information, advice or instructions. Always report FBI investigative reports, files and projects as **Active**. Report publications, newspaper clippings and other such items as **Inactive**. If there is doubt, the item should be reported as **Active**. **Estimated hours to complete** should be the Supervisor's best estimate in hours of time necessary for him to handle. Number of files held over 5 workdays must be shown weekly. On the second Wednesday of each month submit to the Section Chief 3 copies of Form 0-32 attached to this delinquency report individually listing all delinquent files. If there are no delinquent files, do not submit Form 0-32, but place zero opposite "Files" above. On a weekly basis, if any delinquency other than files is reported submit Form 0-31 in triplicate, attached to this delinquency report. (0-31 not required if no delinquent items.) **Projects** must be enumerated on the back of this delinquency report, together with a description thereof, date of receipt, estimated hours to complete, and target date for completion; if any change in target date, justification therefor must be set forth. This delinquency report must be submitted to Section Chief even though there are no delinquent items.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/00 BY SP/AM/INC

Identity of Clerk: \_\_\_\_\_, Clerical Work on Hand MOR-16 hours.



INTELLIGENCE DIVISION - FBI  
CI-1 SECTION

\_\_\_\_\_, 1975

___ Mr. Wannall	___ Rm. 4220 JEH
___ Mr. Leavitt	___ Open--Close
___ Mr. Helgeson	___ Miss Metts, 4647 JEH
___ Mr. Kolombatovic	___ Steno Pool
___ Mr. Branigan	___ Correct
___ Mr. Cregar	___ Please Call Me
___ Mr. Fulton	___ Please See Me
___ Mr. Deegan	
___ Mr. Putman	___ Mail Room, 5531 JB
___ Mr. Shackelford	___ Foreign Liaison Unit
___ Mr. Redfield	

___ Miss Ewing	___ RECORDS SECTION
___ Miss McFarland	___ Consolidation Unit, 4905 JEH
___ Mrs. Kunowsky	___ Place on Record & Return
___ Mrs. Liskey	___ Note File # and Return
___ Miss Tweedon	___ R/S to Rm. _____
	___ Service Unit, 4655 JEH
	___ Teletype, 6247 JEH

Room \_\_\_\_\_

SUPERVISORS

___ Mr. Andrews	___ Mr. Lee
___ Mr. Brooks	___ Mr. Nolan
___ Mr. Crowley	___ Mr. O'Keefe
___ Mr. Feuer	___ Mr. Peterson
___ Mr. Higgins	___ Mr. Schlarman
___ Mr. Johnson, J.W.	___ Mr. Smith, A.E.
___ Mr. Kinsey	___ Mr. Steinbeck
___ Mr. Lander	___ Mr. Van Wagenen
	___ Mr. Westberg
___ Mr. Amico	___ Mrs. Reynolds
___ Mrs. Hahn	___ Mrs. Schwab
___ Mrs. Hill	___ Mrs. Smith
___ Mrs. Lensch	___ Mrs. Van Fleet

DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
INTERNAL ROUTING/ACTION SLIP

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			DIRECTOR'S OFFICE				SECTION CHIEFS
JEH	7082		Mr. Reed	JEH	4204		Mr. Branigan
JEH	7098		Mr. Coleman	JEH	4063		Mr. Cregar
JEH	7074		Mrs. Metcalf	JEH	4092		Mr. Deegan
JEH	7078		Miss McCord	JEH	4825		Mr. Fulton
JEH	7162		Telephone Room	JEH	4634		Mr. Kolombatovic
			ASSOCIATE DIRECTOR'S OFFICE	JEH	4042		Mr. Putman
JEH	7142		Mr. Callahan	JEH	4123		Mr. Redfield
JEH	7110		Mr. Adams	JEH	4439		Mr. Shackelford
JEH	7110		Mr. Jenkins				FRONT OFFICE
JEH	7110		Mr. Mack	JEH	4011		Mr. Tansey
JEH	7110		Mr. Feeney	JEH	4011		Mr. Morris
JEH	7142		Mr. O'Connell	JEH	4012		Mrs. Liskey
			ASSISTANT DIRECTORS	JEH	4012		Miss Tweedon
JEH	11255D		Mr. Ash	JEH	4026		Miss McFarland
JEH	6212		Mr. Bassett	JEH	4026		Mrs. Cuozzo
JB	1742		Mr. Cleveland	JEH	4026		Mrs. Holmes
JB	7621		Mr. Cochran	JEH	4430		Mr. Muth
JEH	7222		Mr. Decker				* * *
JEH	7125		Mr. Gallagher	JB	7746		Mr. Brownfield
JEH	5012		Mr. Gebhardt	JEH	1B327		Mail Room
JEH	5829		Mr. McDermott	JB	B-110		Mechanical Section
JB	5640		Mr. Mintz	JEH	6052		Personnel Section
Quantico			Mr. Mooney	JEH	6132		Procurement & Admin. Services
JEH	7159		Mr. Moore	JEH	6658		Correspondence Review Unit
JEH	6012		Mr. Walsh	JEH	5648		Records Section
JEH	4026		Mr. Wannall	JEH	6247		Teletype Unit
			BRANCH CHIEFS	IB	6221		Data Processing Section
JEH	4026		Mr. Leavitt				
JEH	4026		Mr. Helgeson				

5-9

- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> RECOMMENDATION/COMMENT | <input type="checkbox"/> LOG     | <input type="checkbox"/> NECESSARY ACTION |
| <input type="checkbox"/> SEE REMARKS ON REVERSE | <input type="checkbox"/> FILE    | <input type="checkbox"/> COORDINATE       |
| <input type="checkbox"/> MAKE COPIES (NO. )     | <input type="checkbox"/> SEE ME  | <input type="checkbox"/> PER INQUIRY      |
| <input type="checkbox"/> RETURN (BY )           | <input type="checkbox"/> CALL ME | <input type="checkbox"/> INFORMATION      |

FROM	INTELLIGENCE DIVISION	BLDG.	J. Edgar Hoover (JEH)	ROOM	4026
	W. ALVIN WALKER Assistant Director	PHONE	4880	DATE	

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**DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**  
**INTERNAL ROUTING/ACTION SLIP**

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			DIRECTOR'S OFFICE				SECTION CHIEFS
JEH	7082		Mr. Reed	JEH	4204		Mr. Branigan
JEH	7098		Mr. Coleman	JEH	4063		Mr. Cregar
JEH	7074		Mrs. Metcalf	JEH	4092		Mr. Deegan
JEH	7078		Miss McCord	JEH	4825		Mr. Fulton
JEH	7162		Telephone Room	JEH	4634		Mr. Kolombatovic
			ASSOCIATE DIRECTOR'S OFFICE	JEH	4042		Mr. Putman
JEH	7142		Mr. Callahan	JEH	4123		Mr. Redfield
JEH	7110		Mr. Adams	JEH	4439		Mr. Shackelford
JEH	7110		Mr. Jenkins				FRONT OFFICE
JEH	7110		Mr. Mack	JEH	4011		Mr. Tansey
JEH	7110		Mr. Feeney	JEH	4011		Mr. Morris
JEH	7142		Mr. O'Connell	JEH	4012		Mrs. Liskey
			ASSISTANT DIRECTORS	JEH	4012		Miss Tweedon
JEH	11255D		Mr. Ash	JEH	4026		Miss McFarland
JEH	6212		Mr. Bassett	JEH	4026		Mrs. Cuzzo
JB	1742		Mr. Cleveland	JEH	4026		Mrs. Holmes
JB	7621		Mr. Cochran	JEH	4430		Mr. Muth
JEH	7222		Mr. Decker		**	**	
JEH	7125		Mr. Gallagher	JB	7746		Mr. Brownfield
JEH	5012		Mr. Gebhardt	JEH	1B327		Mail Room
JEH	5829		Mr. McDermott	JB	B-110		Mechanical Section
JB	5640		Mr. Mintz	JEH	6052		Personnel Section
Quantico			Mr. Mooney	JEH	6132		Procurement & Adm. Services
JEH	7159		Mr. Moore	JEH	6658		Correspondence Review Unit
JEH	6012		Mr. Walsh	JEH	5648		Records Section
JEH	4026		Mr. Wannall	JEH	6247		Teletype Unit
			BRANCH CHIEFS	IB	6221		Data Processing Section
JEH	4026		Mr. Leavitt				
JEH	4026		Mr. Helgeson				

5-9a

- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> RECOMMENDATION/COMMENT | <input type="checkbox"/> LOG     | <input type="checkbox"/> NECESSARY ACTION |
| <input type="checkbox"/> SEE REMARKS ON REVERSE | <input type="checkbox"/> FILE    | <input type="checkbox"/> COORDINATE       |
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BLDG. J. Edgar Hoover (JEH)	ROOM 4026
PHONE	DATE

5-10 (Rev. 3-26-75)

SECTION IS-3

Mr. Blake  
Mr. Burns  
Mr. Deakin  
Mr. Finzel

MR. WANNALL  
MR. FULTON  
Mr. McCaffrey  
Mr. Mallet  
Mr. Mellitt  
Mr. Porter

MR.  
MR. CASSIDY  
Mr. Ryan  
Miss Chamberlain  
Miss Murney  
Mr.

SECTION IS-1

Mr. Aldhizer  
Mr. Egan  
Mr. Fallin  
Mr. Graham  
Mr. Held

MR. DEEGAN  
Mr. Klein  
Mr. Mosher  
Mr. Neumann  
Mr. Newman  
Mr. Nugent

MR. ATKINSON  
Mr. Phillips  
Mr. Powell  
Mr. G. Ross  
Mr. Shea  
Mr. Thornton

Mr. Tunstall  
Mr.  
Mr.

SECTION IS-2

Mr. Brune  
Mr. Brunnick  
Mr. Dorsh  
Mr. DuHadway  
Mr. Felix

MR. SHACKELFORD  
Mr. Gerblich  
Mr. Lattin  
Mr. Lex  
Mr. Lunsford  
Mr. McMahon

MR. THOMPSON  
Mr. McNiff  
Mr. Mendenhall  
Mr. Preusse  
Mr. Schroeder  
Mr. Smith

Mr. Williams  
Miss Muir  
Mr.  
Mr.  
Mr.

SECTION CI-1

Mr. Andrews  
Mr. Brooks  
Mr. Crowley  
Mr.

MR. BRANIGAN  
Mr. Higgins  
Mr. Landers  
Mr.  
Mr.

MR. PETERSON  
Mr. A. E. Smith  
Mr. Weimar  
Mr.  
Mr.

SECTION CI-2

Mr. Anderson  
Mr. Dare  
Mr. Ennulat  
Mr. Katz

MR. CREGAR  
Mr. McGuire  
Mr. Morgan  
Mr. Morris  
Mr. Nicholas

MR. REDFIELD  
Mr. Palmer  
Mr. Potocki  
Mr. Regan  
Mr. Thomas

Mr. Wallace

SECTION CI-3

Mr. Dickson  
Mr. Duffin  
Mr. Freeman  
Mr. Fox

MR. PUTMAN  
Mr. Grant  
Mr. Hamilton  
Mr. Hampton  
Mr. Ives

MR. MIGNOSA  
Mr. McCarthy  
Mr. McGorty  
Mr. Nasca  
Mr. Oglesby

Mr. Walton  
Mr.  
Mr.

Mr. Berley  
Mr. Cadigan  
Mr. McGowan

Mr. Heim  
Mr.  
Mr.

Mr. Alu, 407C, OPO, WFO  
Mr. R.C. Carter, 525, OPO  
WFO

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MDR-16

FOREIGN LIAISON

Date \_\_\_\_\_

Mail Room, Room 5531

Please forward the attached to:

- Legal Attache:
- Beirut
  - Bern
  - Bonn
  - Brasilia
  - Buenos Aires
  - Caracas
  - Copenhagen
  - Hong Kong
  - La Paz
  - London
  - Madrid
  - Managua
  - Manila
  - Mexico City
  - Ottawa
  - Paris
  - Rome
  - Singapore
  - Tel Aviv
  - Tokyo

5-15

Remarks: \_\_\_\_\_

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\_\_\_\_\_

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Foreign Liaison Desk  
 Room 914 9th & D, Ext. 2586



**DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**  
**INTERNAL ROUTING/ACTION SLIP**

TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION	TO	BLDG.	ROOM	NAME/TITLE/ORGANIZATION
			DIVISION FRONT OFFICE				SUPERVISORS
	JEH	4026	Mr. Wannall		JEH	4155	Mr. Anderson
	JEH	4026	Mr. Leavitt		JEH	4147	Mr. Dare
	JEH	4026	Mr. Helgeson		JEH	4133	Mr. Ennulat
	JEH	4026	Mrs. Cuzzo		JEH	4155	Mr. Katz
	JEH	4012	Mrs. Liskey		JEH	4147	Mr. McGuire
	JEH	4026	Miss McFarland		JEH	4155	Mr. Morgan
	JEH	4012	Miss Tweedon		JEH	4155	Mr. Morris
					JEH	4147	Mr. Nicholas
			SECTION CHIEFS		JEH	4165	Mr. Palmer
	JEH	4204	Mr. Branigan		JEH	4165	Mr. Potocki
	JEH	4063	Mr. Cregar		JEH	4133	Mr. Regan
	JEH	4092	Mr. Deegan		JEH	4133	Mr. Thomas
	JEH	4825	Mr. Fulton				
	JEH	4634	Mr. Kolombatovic		JEH	1B327	Mail Room
	JEH	4042	Mr. Putman		JEH	5425	Name Check Section
	JEH	4123	Mr. Redfield		JEH	4027	Steno Pool
	JEH	4439	Mr. Shackelford				
							RECORDS SECTION
	JEH	4123	Mrs. Chadkewicz		JEH	4905	Consolidation Unit
	JEH	4147	Miss Cronauer		JEH	4543A	Name Searching
	JEH	4155	Mrs. Hemmingway		JEH	5847	Special File Room
	JEH	4133	Mrs. Moody		JEH	5648	Filing Unit
	JEH	4123	Miss Walton		JEH	4336	Mail Processing Unit
	JEH	4165	Miss White				
	JEH	4147	Miss Whitson				
	JEH	4155	Mr. Williams				

**5-18**

- |   |                                  |   |
|---|----------------------------------|---|
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| <input type="checkbox"/> RETURN (BY )           | <input type="checkbox"/> CALL ME | <input type="checkbox"/> INFORMATION      |

FROM: INTELLIGENCE DIVISION, CI-2 SECTION	BLDG.	ROOM
	JEH	
PHONE	DATE	

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No. \_\_\_\_\_

Date:

To: The Commissioner  
Royal Canadian Mounted Police  
Ottawa, Ontario, Canada

From: Director, Federal Bureau of Investigation

Subject:

Transmitted herewith are copies of self-explanatory communications concerning the above-captioned individual which have been forwarded to this Bureau by the Department of the

It would be appreciated if you would arrange to have the appropriate investigation conducted in Canada and furnish the results thereof to this Bureau for referral to the above-mentioned Department.

Enc.

5-31

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mor-16

Publications Subscriptions Record  
5-32 (Rev. 2-23-67)

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Publ'r & Addr. \_\_\_\_\_ Price \_\_\_\_\_  
Frequency \_\_\_\_\_ Copies Recd. \_\_\_\_\_ First Published \_\_\_\_\_  
Initial subscription request \_\_\_\_\_ Field Office \_\_\_\_\_  
Expiration date \_\_\_\_\_  
Language \_\_\_\_\_ Where Filed \_\_\_\_\_  
Previous title \_\_\_\_\_  
Editor \_\_\_\_\_ Type of Publication \_\_\_\_\_

Line followed \_\_\_\_\_

Date renewal authorized

5-32

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Jan				
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Dec				

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC,

FROM : Director, FBI

SUBJECT: FOREIGN POLICE COOPERATION  
BUDED  
OO: BUREAU

DATE:

The enclosed request for assistance from a foreign agency must be complied with promptly, and the Bureau advised of all action taken.

Instructions for handling this inquiry are found in Section 103 of the Manual of Instructions. Refer to and follow them carefully.

Submit the results of your inquiry in a letterhead memorandum, observing the following points in its preparation:

1. Sources and techniques must be fully protected.
2. The names of Special Agents are to be omitted. They must be deleted also from any signed statements submitted.
3. Provide a security classification, if warranted, but omit declassification markings.
4. Omit the property statement, unless special reasons exist for its inclusion. Explain any such reasons in the cover communication.
5. Secure authority to disseminate to the interested foreign government any information which was obtained from other agencies. Your cover communication must state this was done.

The established reputation of the Bureau within foreign agencies is a valuable asset. The manner in which this type of case is handled will largely determine the cooperation which we receive in turn from them. It is imperative, therefore, that these investigations and the reporting thereof meet the highest standards of the Bureau.

Enc.

5-34

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DATE 10/22/2003 BY SP2 BLM/mf  
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

Date:

To: The Commissioner  
Royal Canadian Mounted Police  
Ottawa, Ontario, Canada

Attention:

From: Director, Federal Bureau of Investigation

Subject:

Reference is made to your letter dated  
your file number  
wherein you requested that investigation be conducted concerning the above-  
captioned individual.

Transmitted herewith are copies of the following reports which set  
forth the results of the investigation conducted in accordance with your request.

5-38

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP6 AUM/maf  
mor-16

			File number
Visa requested	Visa issued	Date arrived	Place of arrival
Name of ship		Purpose of trip	
Birth date	Place of birth	Passport - type, number	
Family connections			
Departure date	Place of departure	Name of ship	
5-46 (Rev. 5-7-62)	Remarks	(over)	

5-46

ALL INFORMATION CONTAINED  
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 DATE 10/02/2000 BY SP0000/inf  
 MDR-16

**WORK STATUS REPORT  
(CI-2 Section)**

Supervisor \_\_\_\_\_ for Month of \_\_\_\_\_, 19 \_\_\_\_\_

*Each Supervisor shall complete and submit this report as soon after the first day of each month as figures are available. The information submitted is used in preparation of monthly statistical analysis, budget material, the Annual Report, etc. and must be accurate, complete and concise. It should be clearly printed or typed.*

**1. Case Statistics:**

Pending Cases  
BOM

Received

Closed

Pending Cases  
EOM

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Organizations/Establishments:**

\_\_\_\_\_

**3. Individuals:**

\_\_\_\_\_

**4. Total Pending Assets:**

Approved IAs

Approved OAs

Active Double Agents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Those sources who are currently receiving assignments from and/or passing information to foreign intelligence agencies under Bureau control and direction.)*

**5. Name Checks:**

*(List by Agency and Number)*

5-59

**6. Accomplishments:**

*(Include information re defections, prosecutions, arrests, recoveries, deportations, registration under FARA, denaturalization, courts-martial, exclusion, denial of access to classified data, persona non grata, expatriation or other administrative action based on FBI information in whole or in part.)*

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DATE 10/02/2000 BY SP8 NMM/MLC  
INDR-16



WORK STATUS REPORT  
(CI-1 Section)

Supervisor \_\_\_\_\_ for Month of \_\_\_\_\_, 19\_\_

Each Supervisor shall complete and submit this report as soon after the first day of each month as figures are available. The information submitted is used in preparation of monthly statistical analysis, budget material, the Annual Report, etc. and must be accurate, complete and concise. It should be clearly printed or typed.

1. Case Statistics:

Pending Cases  
BOM

Received

Closed

Pending Cases  
EOM

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Organizations/Establishments:

\_\_\_\_\_

3. Total Pending Asset Cases:

\_\_\_\_\_

4. Asset Analysis (Pending or Closed)

Informative Assets  
(Paid HQ Authority)

Operational Assets  
Paid Unpaid

Active Double Agents

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Those sources who are currently receiving assignments from and/or passing information to foreign intelligence agencies under Bureau control and direction.)

5. Name Checks:

(List by Agency and Number)

5-596

6. Accomplishments:

(Include information re defections, prosecutions, arrests, recoveries, deportations, registration under FARA, denaturalization, courts-martial, exclusion, denial of access to classified data, persona non grata, expatriation or other administrative action based on FBI information in whole or in part.)

ALL INFORMATION CONTAINED  
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DATE 10/22/2000 BY SP2 RUM/lmf  
MAR-16

Case \_\_\_\_\_ File Number \_\_\_\_\_

Offices	Sub	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta	Date	Ser Sta
Albany															
Albuquerque															
Alexandria															
Anchorage															
Atlanta															
Baltimore															
Birmingham															
Boston															
Buffalo															
Butte															
Charlotte															
Chicago															
Cincinnati															
Cleveland															
Columbia															
Dallas															
Denver															
Detroit															
El Paso															
Honolulu															
Houston															
Indianapolis															
Jackson															
Jacksonville															
Kansas City															
Knoxville															
Las Vegas															
Little Rock															
Los Angeles															
Louisville															
Memphis															
Miami															
Milwaukee															
Minneapolis															
Mobile															
Newark															
New Haven															
New Orleans															
New York															
Norfolk															
Oklahoma City															
Omaha															
Philadelphia															
Phoenix															
Pittsburgh															
Portland															
Richmond															
Sacramento															
St. Louis															
Salt Lake City															
San Antonio															
San Diego															
San Francisco															
San Juan															
Savannah															
Seattle															
Springfield															
Tampa															
Washington															

5-63

INTELLIGENCE DIVISION

\_\_\_\_\_, 1975

\_\_\_ Mr. Wannall  
\_\_\_ Mr. Leavitt  
\_\_\_ Mr. Helgeson

\_\_\_ Mr. Branigan  
\_\_\_ Mr. Cregar  
\_\_\_ Mr. Deegan  
\_\_\_ Mr. Fulton  
\_\_\_ Mr. Kolombatovic  
\_\_\_ Mr. Putman  
\_\_\_ Mr. Shackelford

\_\_\_ Mrs. Liskey  
\_\_\_ Miss Tweedon  
\_\_\_ Miss McFarland  
\_\_\_ Mrs. French  
\_\_\_ Mail Room  
\_\_\_ Foreign Liaison Unit  
\_\_\_ Mrs. Marie Dennis  
\_\_\_ Teletype Unit

Room \_\_\_\_\_

5-78

\_\_\_ Mr. Atkinson  
\_\_\_ Mr. W.D. Neumann  
\_\_\_ Mr. H. A. Newman  
\_\_\_ Mr. Nugent  
\_\_\_ Mr. Phillips  
\_\_\_ Mr. Tunstall

\_\_\_ Mr. Aldhizer  
\_\_\_ Mr. Egan  
\_\_\_ Mr. Fallin  
\_\_\_ Mr. Graham  
\_\_\_ Mr. Held  
\_\_\_ Mr. Klein  
\_\_\_ Mr. Mosher  
\_\_\_ Mr. Powell  
\_\_\_ Mr. Ross  
\_\_\_ Mr. Shea  
\_\_\_ Mr. Thornton

\_\_\_ Miss Kozlosky  
\_\_\_ Mrs. Meeks  
\_\_\_ Stneo Pool, 4027 JEH  
\_\_\_ Please Call Me  
\_\_\_ Please See Me  
\_\_\_ For Information  
\_\_\_ Note and Return  
\_\_\_ Note and Forward  
\_\_\_ Per Call  
\_\_\_ Correct  
\_\_\_ Status  
\_\_\_ RECORDS SECTION  
\_\_\_ Place on Record  
\_\_\_ and Return  
\_\_\_ Consolidation  
\_\_\_ Post in File and Destroy  
\_\_\_ 0-1 or FD-205  
\_\_\_ Initial for File  
\_\_\_ Note File # and Return  
\_\_\_ R/S to Room \_\_\_\_\_

IS-1 SECTION

BEING REVISED

(SEE 5-6)

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MDR-16



MONTHLY RECAPITULATION

Soviet       Yugoslav       Satellite       Chinese

Personnel Intelligence Activities

Total Foreign Officials Under Surveillance \_\_\_\_\_

MANPOWER UTILIZED	
Supervisors	
Tesurs/Misurs	
Surveillances	5-81
Case Agents	
Contact Cases	
Other	
Total Personnel Assigned	
Increase or decrease over last month	
<i>(If decrease explain why and steps being taken to replace.)</i>	

I certify surveillances were personally supervised by me; were adequately supervised; were conducted properly and with discretion.

\_\_\_\_\_  
SAC

Date \_\_\_\_\_

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MDR-16



CONFIDENTIAL  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

Date \_\_\_\_\_

RE: INTERNAL SECURITY -

INTERNAL SECURITY -

\_\_\_\_\_ DIPLOMATIC COURIERS

The following information concerning the above-captioned diplomatic courier team was obtained from the United States Immigration and Naturalization Service, confidential sources who have furnished reliable information in the past or observations by Special Agents of the Federal Bureau of Investigation:

Name	Date and place of birth	Passport No.	Type of visa
Name	Date and place of birth	Passport No.	Type of visa

ARRIVAL DATA

Arrived	From	Date	Time	Via
---------	------	------	------	-----

Identities of personnel attending arrival	Baggage
5-86	

DEPARTURE DATA

Departure	Destination	Date	Time	Via
-----------	-------------	------	------	-----

Identities of personnel attending departure	Baggage
---	---------

Unusual activity or circumstances (use supplemental page if necessary)

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ON 10/02/2000  
MOR-16

CONFIDENTIAL

CONFIDENTIAL

Date \_\_\_\_\_

RE:

INTERNAL SECURITY -

INTERNAL SECURITY -

\_\_\_\_\_ DIPLOMATIC COURIERS

ARRIVAL DATA

Arrived	From	Date	Time	Via
Identities of personnel attending arrival		Baggage		

DEPARTURE DATA

Departure	Destination	Date	Time	Via
Identities of personnel attending departure		Baggage		

5-86a

Unusual activity or circumstances (use supplemental page if necessary)

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ON 10/02/2000  
MDR-16

CONFIDENTIAL



INTELLIGENCE DIVISION  
IS-3 SECTION

, 1975

\_\_\_ Mr. W. R. Wannall  
\_\_\_ Mr. T. W. Leavitt  
\_\_\_ Mr. P. L. Mack  
\_\_\_ Mr. Boynton  
\_\_\_ Mr. Branigan  
\_\_\_ Mr. Cregar  
\_\_\_ Mr. Deegan  
\_\_\_ Mr. Fulton  
\_\_\_ Mr. Putman  
\_\_\_ Mr. Shackelford

\_\_\_ Mrs. Liskey  
\_\_\_ Miss Tweedon  
\_\_\_ Mrs. Haines  
\_\_\_ Mrs. French  
  
\_\_\_ Miss McFarland  
\_\_\_ Miss O'Neil

\_\_\_ Mrs. Clark, 4027 JEH  
\_\_\_ Miss Winslow, 4027 JEH

Room 5-87

\_\_\_ Miss Barnard  
\_\_\_ Miss Borowick  
\_\_\_ Miss Chamberlain  
\_\_\_ Miss Lucey  
\_\_\_ Miss Murney

SUPERVISORS

\_\_\_ Mr. Cassidy  
  
\_\_\_ Mr. Finzel  
\_\_\_ Mr. Horner  
\_\_\_ Mr. Larson  
\_\_\_ Mr. Ryan, 4426 JEH

\_\_\_ Correct  
\_\_\_ Please Call Me  
\_\_\_ Please See Me

\_\_\_ Mr. Blake  
\_\_\_ Mr. Burns  
\_\_\_ Mr. Dalseg  
\_\_\_ Mr. Deakin  
\_\_\_ Mr. Lacey  
\_\_\_ Mr. Leffler  
\_\_\_ Mr. McCaffrey  
\_\_\_ Mr. McWilliams  
\_\_\_ Mr. Mallet  
\_\_\_ Mr. Maurice  
\_\_\_ Mr. Mellitt  
\_\_\_ Mr. Miller  
\_\_\_ Mr. Porter  
\_\_\_ Mr. Ross  
\_\_\_ Mr. Watters  
\_\_\_ Mr. \_\_\_\_\_

\_\_\_ Foreign Liaison Unit  
\_\_\_ Records Section  
\_\_\_ Place on Record & Return  
\_\_\_ Special File Room  
\_\_\_ 5847 JEH  
\_\_\_ Publications Files  
\_\_\_ Mail Room, 5531 JB

BEING REVISED

(SEE 5-6)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP2AM/MT  
MDR-16

5-88 (2-20-58)

1. Name

(Last)

(First)

(Middle)

2. Address

(Apt. No.)

(No. and Name of Street)

(City)

(State)

(Country)

3. Treatment

*Deleted 5-14-75*

One-Time Check

Watch List

Duration \_\_\_\_\_

HUNTER Request No.

5-88

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2008 BY SP8 AUM/CAF  
MDR-16

13/08

**Mail Count Analysis**  
5-90 (Rev. 9-21-62)

Supervisor	OUTGOING SIGNATURE MAIL										NONDICTATED DISSEMINATION					
	Memos-SOG		Memos-Letterhead		Teletypes Airtels Cables, etc.		Letters-Field		Letters-Outside		Reports		Memos		Miscellaneous	
	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages
Section																
Unit																
Dates Covered																
From _____ To _____																
<b>TOTAL - OUTGOING</b>																

INSTRUCTIONS	INCOMING MAIL COUNT															
	Memos-SOG		Memos-Letterhead		Teletypes Airtels Cables, etc.		Letters-Field		Letters-Outside		Reports		Forms-Field, Visa, etc.		Miscellaneous Newspapers Publications	
	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages	Items	Pages
<p>Do not count incoming Bureau Bulletins, SAC Letters, etc., and other similar material, volume of which is same on all desks.</p> <p>Count items and not copies. Action mail already handled by another desk but routed to you for information should be counted under "Miscellaneous." If you take action on it, count under appropriate category instead. Count only those pages of a publication which you must review.</p> <p>If you assist or handle work in absence of another Supervisor, count mail according to desk to which it applies since object of count is to determine desk volume.</p> <p>Bureau Source material requiring action should be counted under "Letters-Outside"; otherwise, count as "Miscellaneous."</p>																
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/2/2000 BY SP0AUN/lmf MAR-16</p>																
<b>TOTAL - INCOMING</b>																

5-90

5-109 (2-17-60)

Title:

Author:

Recommended By:

Sec.:

Div.:

Obtained From:

Date:

Assigned To:

Sec.:

Div.:

Date Assigned:

Date Completed:

Review Reference:

CC File No.:

Location of Book:

CC Book Review To:

Date:

5-109

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/2000 BY SP2 KUM/UMC  
SU MDR-16

5-113

5-113 (Rev. 3-21-73)

Intelligence Division

INFORMATIVE NOTE

Date \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP2/AM/1mf  
MOR-16



Intelligence Division

INFORMATIVE NOTE

Date \_\_\_\_\_

5-113a

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP2RUM/UMF  
MDR-10

138

5-118

DELETED 5-14-75

(ALL FORMS DESTROYED)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/02 BY SP2AUM/lmf  
MDR-16

SIX MONTHS' EVALUATION OF ACTIVITY

TO: SAC, ( )

FROM:

RE:

Residence  
Source of verification  
Date

Employment and Position  
Source of verification  
Date

Known or suspected intelligence agent:  Yes  No Serial \_\_\_\_\_

File reviewed from serial \_\_\_\_\_ through serial \_\_\_\_\_ and all pertinent information furnished to Bureau and all necessary action taken  Yes  No

Last communication submitted to Bureau with reevaluation. Date \_\_\_\_\_ Serial \_\_\_\_\_

MOSNAT and PRODIP cards current including description and current photograph.  Yes  No

Remarks including brief summary of normal daily routine:

5-122

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/19/2000 BY SP2 ALM/UMF  
# MDR-16

New Items Received During

	Requests Requiring Investigation	Requests Requiring Name Check Only	Totals
<b>Requests From Abroad:</b>			
From RCMP			
From Other Foreign Agencies			
From Legats			
Subtotals			
<b>Requests From U. S. A. :</b>			
From Local and State Agencies			
From Federal Agencies			
Subtotals			
Over-all Totals			

5-123

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/00 BY SP8/sum/lmc  
MOR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT:

Bureau Informant 200, a most sensitive and reliable source, advised that

\_\_\_\_\_ of  
(individual or organization)

\_\_\_\_\_ was  
(address)

in contact with \_\_\_\_\_  
(individual or organization, address)

\_\_\_\_\_ during \_\_\_\_\_  
(month, year)

The foregoing and the following INFORMATION OBTAINED FROM BUREAU INFORMANT 200 IS NOT TO BE DISSEMINATED OUTSIDE THE BUREAU AND SHOULD NOT BE SET OUT IN ANY INVESTIGATIVE REPORT. INFORMATION FROM THIS INFORMANT SHOULD BE UTILIZED FOR LEAD PURPOSES ONLY AND ANY STATEMENT CONCERNING THE COVERAGE IN EFFECT IN THIS INSTANCE MUST BE AVOIDED. UNDER NO CIRCUMSTANCES SHOULD THE SUBJECT OR ANY UNAUTHORIZED PERSON BECOME AWARE THAT WE HAVE KNOWLEDGE OF THE ABOVE-MENTIONED CONTACT.

According to the informant,

5-127

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/24/2000 BY SP2 nm/mt  
mDR-16

5-128

Xerox Requisition  
5-128 (Rev. 7-14-66)

Date \_\_\_\_\_

- No. of Originals
- Copies of Each Original
- Front and Back
- Expedite
- Block Out \_\_\_\_\_
- Call Ext. \_\_\_\_\_ When Ready

Color of Paper:  White  Yellow  Blue  Green

Size of Paper:  Regular  Long

Description or Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RETURN TO:

Approved By:

- Steno Pool
- SA \_\_\_\_\_
- \_\_\_\_\_

Supervisor \_\_\_\_\_

DOJ/FBI Room \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP/ALM/mtf  
MDR-16

5-137 (Rev. 7-16-73)

Federal Bureau of Investigation

5-137

Office of Counterintelligence and Security  
Defense Intelligence Agency  
The Pentagon  
Washington, D. C. 20301

Dear Sir:

- For your information, I am enclosing communications which may be of interest to you.
- No further investigation is contemplated with regard to this matter.
- You will be advised of the pertinent developments in connection with this inquiry.
- Status of case:  Completed  Incomplete

Very truly yours,

*Clarence M. Kelley*

Clarence M. Kelley  
Director

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP2 DJM/mf  
MDR-16

5-138 (Rev. 7-16-73)

Federal Bureau of Investigation

5-138

Director  
EUR/SES - Room 5222  
Department of State  
Washington, D. C. 20520

Dear Sir:

- For your information, I am enclosing communications which may be of interest to you.
- No further investigation is contemplated with regard to this matter.
- You will be advised of the pertinent developments in connection with this inquiry.
- Status of Case:     Completed     Incomplete

Very truly yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2002 BY SP/sum/lmc  
MOR-16



5-140

5-140 (Rev. 1-21-74) FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

Addressee: \_\_\_\_\_

LTR\*  LHM  Memo  Report dated \_\_\_\_\_

Caption of Document: \_\_\_\_\_

Originating Office: \_\_\_\_\_

Delivered by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Return this receipt to the Intelligence Division, FBI

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP/sum/jmc  
MOR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

5-141

For your information, I am enclosing a communication which may be of interest to you.

Sincerely yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/2006 BY SP2 ALM/KAC  
mPR-16

INTELLIGENCE DIVISION - FBI  
CI-3 SECTION

\_\_\_\_\_, 1975

___ Mr. W. R. Wannall	___ Name Check Section
___ Mr. T. W. Leavitt	___ Data Processing, 6221 IB
___ Mr. H. E. Helgeson	___ Mail Room
___ Mr. Branigan	___ Translation Section
___ Mr. Cregar	___ Foreign Liaison Unit
___ Mr. J. G. Deegan	___ RECORDS SECTION
___ Mr. A. B. Fulton	___ Consolidation Unit
___ Mr. Kolombatovic	___ Name Searching
___ Mr. F. S. Putman	___ Special Mail Room
___ Mr. Shackelford	___ Place on Record & Return
	___ Routing Unit
___ Mr. Mignosa	___ Note File # and Return
	___ R/S to Room
___ Miss Epps	___ Teletype, 6247 JEH
___ Miss Gregory	
___ Mrs. Magnone	___ Open-Close
___ Mrs. Mitchell	___ Correct
	___ Please Call Me
___ Mrs. Clark	___ Please See Me
___ Mrs. Dennis	
	___ M _____
___ Mrs. Liskey	
___ Miss Tweedon	___ Room _____
___ Miss McFarland	
___ Mr. Burrows	

SUPERVISORS

___ Mr. Deily	___ Mr. Korontjis
___ Mr. Dickson	___ Mr. McCarthy
___ Mr. Duffin	___ Mr. McGorty
___ Mr. Egan	___ Mr. Moran
___ Mr. Fox	___ Mr. Nasca
___ Mr. George	___ Mr. O'Connor
___ Mr. Grant	___ Mr. Oglesby
___ Mr. Hampton	___ Mr. Roberts
___ Mr. Howard	___ Mr. Walton

5-143

CONTAINED

SIFIED

SP2 PUM / LMF

mde-16

BEING REVISED  
(SEE 5-6)



**All FD- Forms**  
**Type                      Amount**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Any Forms Needed Which Are Not Listed**  
**Type                      Amount**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Miscellaneous**

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

**Return Order to Room** \_\_\_\_\_



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

Director  
Bureau of Intelligence and Research  
Department of State

RE:

5-151

Dear Sir:

The information furnished herewith concerns a subject (or subjects) who may be presently traveling abroad or planning to do so.

Reports concerning the subject (or subjects)  have been  are being furnished to you under separate cover.

Very truly yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

Enclosure

1 - Assistant Attorney General  
Criminal Division  
Attn.: Internal Security Section

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP2 RIM/MAF  
MUR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC,

DATE:

FROM : Director, FBI (

SUBJECT:

5-153

Authority is granted to designate captioned individual a Bureau-approved PSI and to proceed to develop source as a security informant in accordance with instructions set forth in Section 107, Volume IV, Manual of Instructions.

Authority is granted to designate captioned individual as a  potential extremist informant  confidential source-extremist in accordance with instructions set out in Section 130, Volume IV, Manual of Instructions.

Authority is granted to pay captioned informant an amount up to \$ \_\_\_\_\_ per  month  week for services rendered on a c.o.d. basis, and up to \$ \_\_\_\_\_ per  month  week for expenses actually incurred for a period of \_\_\_\_\_  months  weeks effective \_\_\_\_\_. You should continue to maintain contact with informant and follow appropriate instructions in the Manual of Instructions.

Advise captioned informant that the Bureau is not concerned with the legitimate activities of the college or university or of its students. Do not contact informant on the campus.

Bufiles disclose no pertinent information regarding  captioned source  immediate relatives of source

Concerning your payments to this informant and all informants, you are reminded that payments must be commensurate with the value of the information received; that payments are to be made only for actual expenses incurred in connection with obtaining information for the FBI. In addition, payments should be made in such a manner that the informant clearly understands he is not being paid on a salary basis but rather on a c.o.d. basis.

Make certain informant understands cooperation with Bureau is strictly voluntary and that this cooperation must be maintained on a confidential basis at all times. Impress upon informant that informant is not Bureau employee. Exercise caution in your contacts with informant to make certain informant is not a plant.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/02/2006 BY SP2 PUM/lmf  
mbr-16



SAC,

Director, FBI ( )

Attention: Data Processing Section

5-153a

Authority is granted to designate captioned individual a Bureau-approved PSI and to proceed to develop source as a security informant in accordance with instructions set forth in Section 107, Volume IV, Manual of Instructions.

Authority is granted to designate captioned individual as a  potential extremist informant  confidential source-extremist in accordance with instructions set out in Section 130, Volume IV, Manual of Instructions.

Authority is granted to pay captioned informant an amount up to \$ per  month  week for services rendered on a c.o.d. basis, and up to \$ per  month  week for expenses actually incurred for a period of \_\_\_\_\_  months  weeks effective \_\_\_\_\_. You should continue to maintain contact with informant and follow appropriate instructions in the Manual of Instructions.

Advise captioned informant that the Bureau is not concerned with the legitimate activities of the college or university or of its students. Do not contact informant on the campus.

Bufiles disclose no pertinent information regarding  captioned source  immediate relatives of source

Concerning your payments to this informant and all informants, you are reminded that payments must be commensurate with the value of the information received; that payments are to be made only for actual expenses incurred in connection with obtaining information for the FBI. In addition, payments should be made in such a manner that the informant clearly understands he is not being paid on a salary basis but rather on a c.o.d. basis.

Make certain informant understands cooperation with Bureau is strictly voluntary and that this cooperation must be maintained on a confidential basis at all times. Impress upon informant that informant is not Bureau employee. Exercise caution in your contacts with informant to make certain informant is not a plant.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP2 RUM/lmf  
MDR-16

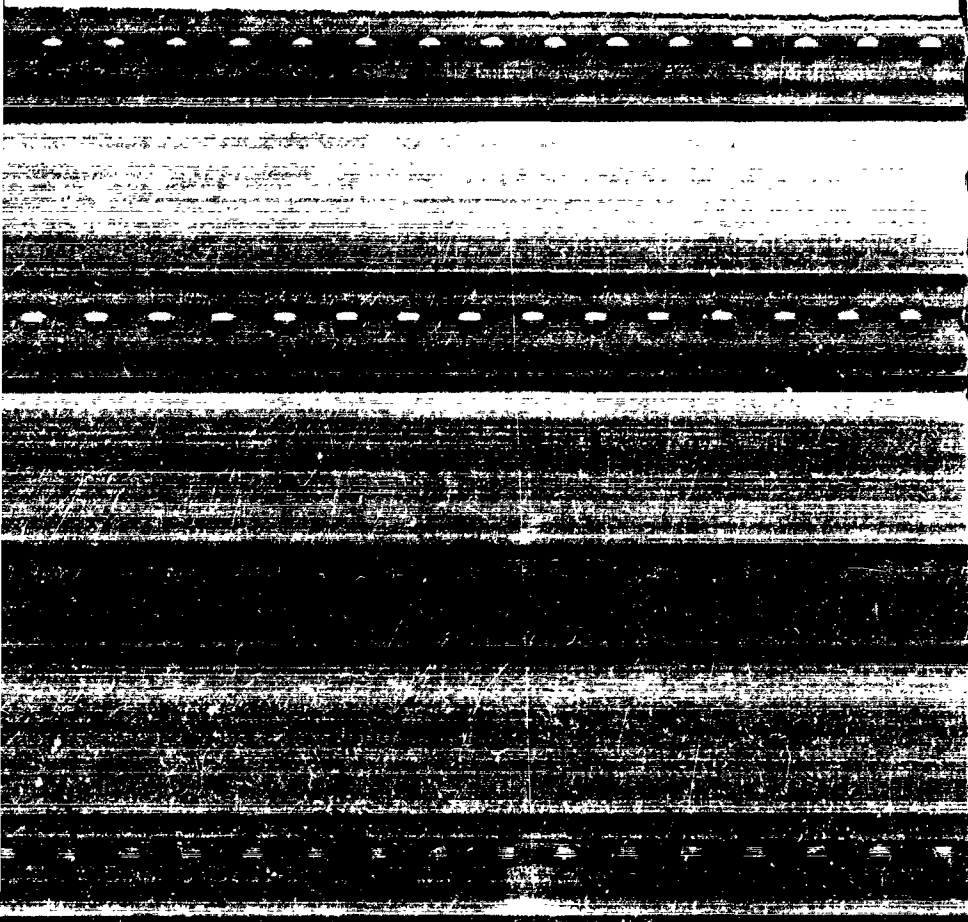
MAIL ROOM  TELETYPE UNIT

Document Number:

Received from:

By:

Date of receipt:



5-160

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/2000 BY SP2 DUM/MLC  
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

Commanding General  
United States Army Intelligence Command  
Department of the Army

Attention: Personnel Security Group

RE:

5-161

Dear Sir:

The information checked below pertains to your letter dated \_\_\_\_\_, your reference ICPSG - L.

- You have been sent all available information.
- Pertinent information is enclosed.
- Information is being furnished under separate cover.
- Your request has been furnished to the appropriate FBI Field Division for handling. The results will be furnished to you promptly.

Further processing of the subject's case by the Department of the Army will not interfere with the investigative responsibilities of the FBI. It will be appreciated if you will inform the FBI regarding the final action taken in the subject's case.

Very truly yours,

Clarence M. Kelley  
Director

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2006 BY SP2 AUM/lmk  
MDR-16

Commanding General  
United States Army Intelligence Command  
Department of the Army

Attention: Personnel Security Group

RE:

*5-161a*

Dear Sir:

The information checked below pertains to your letter dated \_\_\_\_\_, your reference ICPSG - L.

- You have been sent all available information.
- Pertinent information is enclosed.
- Information is being furnished under separate cover.
- Your request has been furnished to the appropriate FBI Field Division for handling. The results will be furnished to you promptly.

Further processing of the subject's case by the Department of the Army will not interfere with the investigative responsibilities of the FBI. It will be appreciated if you will inform the FBI regarding the final action taken in the subject's case.

Very truly yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

2. \_\_\_\_\_ (Enclosure)

ATTENTION: SAC, \_\_\_\_\_:

A copy of Army letter is enclosed.

- For your information.
- Submit up-to-date report.
- Handle Army request. Submit reply promptly by memorandum.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP2 AUM/vmf  
*MDR-16*

MAIL ROOM  TELETYPE UNIT

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION						From Washington Field		
Field 1 (22 spaces)			2 (20)		3 (17)		4 (9)	
1	Type Case	K	HQ File		Arbitrary #		Date (MDY)	
2	OO	OO#	Aux Ofc - #		SA		Squad	Stat.
A	Validity Check				Key Symbol		K	
B	Surname		Given Name		Middle Name		Type Name K	
C	Place of Birth		City of Birth		Date of Birth (MDY)		Sex	
D	Citizenship		Type - # of Passport		K City of Issue		Date (MDY)	
3	Visa	Valid	Date Issued (MDY)				Date SD (MDY)	
4	Relative (Last, First, Middle Names)				Relationship	Born (Y)	Arb #	PAW
5	Lic. Yr	State K	License #	Body Style K	Make	Model	Yr	Color K
6	Hgt	Wgt	Hair	K Eyes	K Build	K Scar	Type	12 Place K
7	Head K	Peculiarity		13 Body	K Peculiarity	13 Accessory	17 Hobby	9
8	Peculiarity - Social		22	Peculiarity - Mental		20	Peculiarity - Emotional 17 Hobby 9	
9	Overt Occupation						25	Title
E	Establishment						40	
F	Intelligence Occupation							
G	Intelligence Service				Branch		K	K or S
H	Remarks						59	Language
J	Remarks						59	Language
K	Street		<input type="checkbox"/> Building	LOCATION	Phone		ABRF	St #
L	Country/State		K City	Zip Code		On/From (MDY)		
M	USA/							
N	Remarks Re Location						59	
O								
P								
S	Source		15	Serial #		SOURCE	File # (If not 2-1-b)	
W	Remarks Re Source						59	
X								

5-162a

HISTORY

SECRET

10/02/2000

REPLACE

CLASSIFIED BY SP2 AM/mac  
DECLASSIFY ON: 25X 6  
MDR-16

**SECRET**

**TYPE OF CASE**

<b>USSR</b>		<b>Bulgaria</b>	<b>Czech</b>	<b>Hungary</b>	<b>Poland</b>	<b>Romania</b>
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT	ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL	RONews
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO	RUNGA
SFCON	UNSEC		CZEMB		POLART	
SMO	UNTEMP		CUNGA		PAP	

**Status of Case**

- F - Priority I
- S - Priority II
- T - Priority III
- D - Defection potential case
- P - Pending
- I - Pending inactive
- C - Closed

**Name Types**

- T - True Name
- A - Aka
- M - Maiden Name
- C - Code Name
- F - Hostile Service Code Name

**Passport Types**

- D - Diplomatic
- K - Consular
- M - Seamen
- S - Service or official
- T - Ordinary
- U - United Nations
- O - Unknown

**Body Style**

- SEDAN
- 2 DR
- CONV
- WAGON
- TRUCK
- CYCLE

**Key Symbols**

- AR - Arrive U. S.
- DP - Depart U. S.
- PL - Print remark on Personnel List
- RT - Return from temporary departure
- TD - Temporary departure
- 03 - Wife ceases employment

**Colors**

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

**Head Features**

FACE	NOSE
HEAD	LIPS
HAIR	T-TH (TEETH)
EYES	SPCH (SPEECH)
EARS	GENL

**Build**

LARGE	PLUMP
MEDIUM	THIN
SMALL	
HEAVY	
STOCKY	

**Body Features**

NECK	STANCE
SHLDRS	WALK
ARMS	HEALTH
HANDS	SKIN
LEGS	GENL
BODY	

**States**

CA	NJ
DC	NY
IL	VA
MD	

Others - See Directory of Post Offices

**Branches**

PR	SPL
X	GEN
KR	TR
N	MIS
F	
S	

**Agencies**

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSER
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

**Countries - See Appendix J**

**Street Designations**

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

**SECRET**

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION							From New York					
Field 1 (22 spaces)				2 (20)		3 (17)			4 (9)			
Type Case		K SOG Desk		HQ File		Arbitrary #		Date (MDY)				
OO		OO#		Aux Ofc - #		SA		Squad Stat.				
Validity Check						Key Symbol		K Chrono.				
Surname				Given Name		Middle Name		Type Name K				
Place of Birth				City of Birth		Date of Birth (MDY)		Sex				
Citizenship				Type - # of Passport		K City of Issue		Date (MDY)				
Visa		Valid		Date Issued (MDY)				Date SD (MDY)				
Relative (Last, First, Middle Names)						Relationship		Bom (Y)	Arb #	PAW		
Lic. Yr	State K	License #		Body Style K	Make	Model		Yr	Color	K		
Hgt	Wgt	Hair	K	Eyes	K	Build	K	Scar Type	12	Place	K	
Head K	Peculiarity		13	Body	K	Peculiarity		13	Accessory	17	Hobby	9
Peculiarity - Social			22	Peculiarity - Mental			20	Peculiarity - Emotional		17	Hobby	9
Overt Occupation										25	Title	
Establishment										40		
Intelligence Occupation												
Intelligence Service						Branch		K	K or S			
Remarks										59	Language	
Remarks										59	Language	
Street		<input type="checkbox"/> Building		LOCATION		Phone		ABRF		St #		
Country/State			K	City		Zip Code		On/From (MDY)		To (MDY)		
USA/												
Remarks Re Location										59		
Surname or Organization				Given Name		CONTACT		Middle Name		Arb #		
Country/State of Contact				City of Contact				On/From (MDY)		To (MDY)		
Remarks Re Contact										59		
Source			15	Serial #		SOURCE		File # (If not 2-1-b)		Doc. Date		
Remarks Re Source										59		

5-162

(S)

(S)

HISTORY

SECRET

10/02/2000

REPLACE

CLASSIFIED BY SP2 AM/lmc

DECLASSIFY ON: 25X 6

MDR-16



<b>USSR</b>		<b>Bulgaria</b>	<b>Czech</b>	<b>Hungary</b>	<b>Poland</b>		<b>Romania</b>
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	PONSA	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	PUNSEC	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	POEMBA	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	PUNGA	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT		ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL		RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO		RUNGA
SFCON	UNSEC		CZEMB		POLART		
SMO	UNTEMP		CUNGA		PAP		

**Status of Case**

- F - Priority I
- S - Priority II
- T - Priority III
- D - Defection potential case
- P - Pending
- I - Pending inactive
- C - Closed

**Name Types**

- T - True Name
- A - Aka
- M - Maiden Name
- C - Code Name
- F - Hostile Service Code Name

**Passport Types**

- D - Diplomatic
- K - Consular
- M - Seamen
- S - Service or official
- T - Ordinary
- U - United Nations
- O - Unknown

**Body Style**

- SEDAN
- 2 DR
- CONV
- WAGON
- TRUCK
- CYCLE

**Key Symbols**

- AR - Arrive U. S.
- DP - Depart U. S.
- PL - Print remark on Personnel List
- RT - Return from temporary departure
- TD - Temporary departure
- 03 - Wife ceases employment

**Colors**

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

**Head Features**

FACE	NOSE
HEAD	LIPS
HAIR	T-TH (TEETH)
EYES	SPCH (SPEECH)
EARS	GENL

**Build**

LARGE	PLUMP
MEDIUM	THIN
SMALL	
HEAVY	
STOCKY	

**Body Features**

NECK	STANCE
SHLDRS	WALK
ARMS	HEALTH
HANDS	SKIN
LEGS	GENL
BODY	

**States**

CA	NJ
DC	NY
IL	VA
MD	
Others - See Directory of Post Offices	

**Branches**

PR	SPL
X	GEN
KR	TR
N	MIS
F	
S	

**Agencies**

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSFR
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

**Countries - See Appendix J**

**Street Designations**

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION							From Chicago									
Field 1 (22 spaces)				2 (20)			3 (17)			4 (9)						
Type Case		K		HQ File			Arbitrary #			Date (MDY)						
OO		OO#		Aux Ofc - #			SA			Squad Stat.						
Validity Check							Key Symbol			K						
Surname				Given Name			Middle Name			Type Name K						
Place of Birth				City of Birth			Date of Birth (MDY)			Sex						
Citizenship				Type - # of Passport			K City of Issue			Date (MDY)						
3		Visa Valid		Date Issued (MDY)						Date SD (MDY)						
4				Relative (Last, First, Middle Names)			Relationship		Born (Y)	Arb #	PAW					
5		Lic. Yr		State K	License #		Body Style K	Make		Model	Yr	Color	K			
6		Hgt	Wgt	Hair	K	Eyes	K	Build	K	Scar	Type	12	Place	K		
7		Head K	Peculiarity			13	Body	K	Peculiarity		13	Accessory		17	Hobby	9
8		Peculiarity - Social			22	Peculiarity - Mental			20	Peculiarity - Emotional		17	Hobby		9	
E		Overt Occupation									25		Title			
F		Establishment									40					
G		Intelligence Occupation														
H		Intelligence Service						Branch			K	K or S				
J		Remarks									59		Language			
K		Remarks									59		Language			
L		Street			<input type="checkbox"/> Building	LOCATION			Phone		ABRF	St #				
M		Country/State			K	City			Zip Code		On/From (MDY)					
N		Remarks Re Location									59					
O																
P																
S																
W		Source			15 Serial #			SOURCE		File # (If not 2-1-b)		Doc. Date				
X		Remarks Re Source									59					

5-162c

(S)

(S)

HISTORY

SECRET  
CLASSIFIED BY SP2 NM/kmf  
DECLASSIFY ON: 25X 6  
MDR-16

REPLACE

# SECRET

## TYPE OF CASE

<b>USSR</b>		<b>Bulgaria</b>	<b>Czech</b>	<b>Hungary</b>	<b>Poland</b>	<b>Romania</b>
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	ROTRAVO
CONOF	SOVINFO	BUEMB	CEDOK	HUPRESS	LOT	ROEMB
CRSPNDT	SOVUNGA	BUNGA	CZCOMO	HUTA	GAL	RONEWS
INT	UMUN	BTO	CZNSA	HUNGA	PEKAO	RUNGA
SFCON	UNSEC		CZEMB		POLART	
SMO	UNTEMP		CUNGA		PAP	

### Status of Case

- F - Priority I
- S - Priority II
- T - Priority III
- D - Defection potential case
- P - Pending
- I - Pending inactive
- C - Closed

### Name Types

- T - True Name
- A - Aka
- M - Maiden Name
- C - Code Name
- F - Hostile Service Code Name

### Passport Types

- D - Diplomatic
- K - Consular
- M - Seamen
- S - Service or official
- T - Ordinary
- U - United Nations
- O - Unknown

### Body Style

- SEDAN
- 2 DR
- CONV
- WAGON
- TRUCK
- CYCLE

### Key Symbols

- AR - Arrive U. S.
- DP - Depart U. S.
- PL - Print remark on Personnel List
- RT - Return from temporary departure
- TD - Temporary departure
- 03 - Wife ceases employment

### Colors

BEIGE	GOLD	PINK
BLACK	GREEN	PLATINUM
BLOND	GREEN, DK	PURPLE
BLUE	GREEN, LT	RED
BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

### Head Features

FACE	NOSE
HEAD	LIPS
HAIR	T-TH (TEETH)
EYES	SPCH (SPEECH)
EARS	GENL

### Build

LARGE	PLUMP
MEDIUM	THIN
SMALL	
HEAVY	
STOCKY	

### Body Features

NECK	STANCE
SHLDRS	WALK
ARMS	HEALTH
HANDS	SKIN
LEGS	GENL
BODY	

### States

CA	NJ
DC	NY
IL	VA
MD	

Others - See Directory of Post Offices

### Branches

PR	SPL
X	GEN
KR	TR
N	MIS
F	
S	

### Agencies

AEC	CUST	NAVY
ARMY	DIA	NSA
AF	FAA	RCMP
AGRI	FBIS	SSER
CG	FGN	SD
CIA	INS	USIS
CMCE	IRS	USSS
	NASA	

### Countries - See Appendix J

### Street Designations

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
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COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

SECRET

DIRECTOR, FBI ATTENTION: VOUCHER STATISTICAL SECTION						From San Francisco						
Field 1 (22 spaces)			2 (20)			3 (17)		4 (9)				
Type Case		K	HQ File			Arbitrary #		Date (MDY)				
OO	OO#		Aux Ofc - #			SA		Squad	Stat.			
Validity Check						Key Symbol		K				
Surname			Given Name			Middle Name		Type Name K				
Place of Birth			City of Birth			Date of Birth (MDY)		Sex				
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Visa	Valid		Date Issued (MDY)					Date SD (MDY)				
Relative (Last, First, Middle Names)						Relationship		Born (Y)	Arb #	PAW		
Lic. Yr	State	K License #	Body Style	K Make	Model		Yr	Color	K			
Hgt	Wgt	Hair	K Eyes	K Build	K Scar	Type	12	Place	K			
Head	K Peculiarity	13	Body	K Peculiarity	13	Accessory	17	Hobby	9			
Peculiarity - Social			22	Peculiarity - Mental			20	Peculiarity - Emotional		17	Hobby	9
Overt Occupation								25	Title			
Establishment								40				
Intelligence Occupation												
Intelligence Service						Branch		K	K or S			
Remarks								59	Language			
Remarks								59	Language			
Street		<input type="checkbox"/> Building	LOCATION		Phone		ABRF		St #			
Country/State			K City	Zip Code		On/From (MDY)						
Remarks Re Location								59				
Source			15	Serial #		SOURCE	File # (If not 2-1-b)		Doc. Date			
Remarks Re Source								59				

5-162b

(5)

HISTORY

SECRET

CLASSIFIED BY SP2 RUM/lmf  
DECLASSIFY ON: 25X 6

REPLACE

10/2/2000  
MBR-16

<b>USSR</b>		<b>Bulgaria</b>	<b>Czech</b>	<b>Hungary</b>	<b>Poland</b>	<b>Romania</b>	
AFLT	SMUN	BUNM	CUNM	HUNM	PUNM	PONSA	RUNM
AGRICO	SOVCOM	BUNSEC	CUNSEC	HUNSEC	POEMB	PUNSEC	RUNSEC
ATC	SOVCOUR	BTA	CTK	HUEMB	POCON	POEMBA	ROCOMO
BMUN	SOVEMB	BTM	CSA	HUCOMO	POCOMO	PUNGA	ROTRAVO
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INT	UMUN	BTO	CZNSA	HUNGA	PEKAO		RUNGA
SFCON	UNSEC		CZEMB		POLART		
SMO	UNTEMP		CUNGA		PAP		

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- S - Priority II
- T - Priority III
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- S - Service or official
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- O - Unknown

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- SEDAN
- 2 DR
- CONV
- WAGON
- TRUCK
- CYCLE

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BLUE, DK	GREY	SILVER
BLUE, LT	HAZEL	TAN
BRONZE	LAVENDER	TURQUOISE
BROWN	MAROON	WHITE
COPPER	ORANGE	YELLOW
CREAM		

(S)

**Head Features**

- FACE NOSE
- HEAD LIPS
- HAIR T-TH (TEETH)
- EYES SPCH (SPEECH)
- EARS GENL

**Build**

- LARGE PLUMP
- MEDIUM THIN
- SMALL
- HEAVY
- STOCKY

**Body Features**

- NECK STANCE
- SHLDRS WALK
- ARMS HEALTH
- HANDS SKIN
- LEGS GENL
- BODY

(S)

**States**

- CA NJ
- DC NY
- IL VA
- MD
- Others - See Directory of Post Offices

**Branches**

- PR SPL
- X GEN
- KR TR
- N MIS
- F
- S

**Agencies**

- AEC CUST NAVY
- ARMY DIA NSA
- AF FAA RCMP
- AGRI FBIS SSER
- CG FGN SD
- CIA INS USIS
- CMCE IRS USSS
- NASA

**Countries - See Appendix J**

**Street Designations**

AVENUE	AV	LANE	LN	ROUTE	RT
BOULEVARD	BV	PARKWAY	PW	SQUARE	SQ
CIRCLE	CL	PIKE	PK	STREET	ST
COURT	CT	PLACE	PL	TERRACE	TR
DRIVE	DR	PLAZA	PZ	TURNPIKE	TP
HIGHWAY	HW	ROAD	RD		

TO LEGAT:

- Beirut
- Bern
- Bonn
- Brasilia
- Buenos Aires
- Caracas
- Hong Kong
- London

- Managua
- Manila
- Mexico City
- Ottawa
- Paris
- Rome
- Singapore
- Tel Aviv
- Tokyo

RE: EXTREMIST PHOTOGRAPH ALBUM (EPA)  
EXTREMIST MATTERS

- Attached is photograph of \_\_\_\_\_ . Remove and destroy old photograph and affix current photograph to biographical sketch.
- Attached is amended biographical sketch of \_\_\_\_\_ . Remove and destroy old biographical sketch and affix current photograph to new sketch.
- Attached is FD-432 regarding \_\_\_\_\_ . Place in EPA.
- \_\_\_\_\_ is being deleted from the EPA. Remove and destroy FD-432.
- One additional copy for Legat, Ottawa, attached for transmittal to Royal Canadian Mounted Police.

DELETED

5-163

Enc.  
Bufile: 157-23582

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/2000 BY SP8 DUM/lmf  
MDR-16

NAME

ADDRESS

TYPE

AUTHORIZED

5-164

INSTALLED

DISCONTINUED

COMMENTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/02/00 BY SP6 ALM/mif  
MAR-16

Federal Bureau of Investigation

Director  
Office of Investigations and Security  
Room 5037  
Main Commerce Building  
Washington, D. C. 20230

5-165

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed             Incomplete

Director  
Federal Bureau of Investigation

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/22/2000 BY SP8 BMM/lms  
MDR-16

Enc.



LEG-1 (Rev. 6-13-75)

~~Confidential~~ Air Pouch No. \_\_\_\_\_

Air Courier Pouch \_\_\_\_\_

Date Sent \_\_\_\_\_

(Check appropriate block)

TO FROM

BUREAU  
  LEGAT,

Bern  
  Bonn  
  Brasilia  
  Buenos Aires  
  Caracas  
  Hong Kong

TO FROM

London  
  Madrid  
  Manila  
  Mexico City  
  Ottawa  
  Paris  
  Rome  
  Tel Aviv  
  Tokyo

**LEG-1**

~~TOP SECRET~~ (Courier) POUCH # \_\_\_\_\_

forwarded to you \_\_\_\_\_  
(Date)

Received \_\_\_\_\_ AM  
(Date) (time) PM

Office Advance and Expenses

Office \_\_\_\_\_ Date \_\_\_\_\_

Period Covered \_\_\_\_\_ Rate of Exchange \_\_\_\_\_

Item		Amount
Cash on Bank		
Cash on Hand		
Advances to Employees:		
<u>Date</u>	<u>Name</u>	<u>Amount</u>
<p style="font-size: 2em; font-family: cursive;">LEG-2</p>		
Total Advances to Employees		
Expenditures: <i>(Itemize each item on separate sheet)</i>		
<u>Item</u>	<u>Amount</u>	
Confidential Informants.		
Transportation		
Nonexpendable Property		
Supplies		
Office Administration Expenses		
Miscellaneous		
Total <i>(Amount Reimbursable by the Bureau)</i>		
Total Office Advance Account		
Legal Attache _____		
<i>(Do not write in this Space)</i>		
Voucher # _____	Account submitted for	
Check # _____	Differences	
Type Check _____	Approved _____ for	
Mailed _____		
To _____		
By _____		

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10/02/2000 BY SP2 sum/lmf  
 MAR-16

Date	Item	Receipt No.	Amount (L.C.)	Amount (U.S. \$)
<p>LEG-2a</p>				
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/2/2006 BY SP2/AM/mf MDR-16</p>				
Totals				
Total Local Currency Converted				
Total U. S.				

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

FROM : Legal Attache, ( )

Attn: FBI Laboratory  
Crypt Section

SUBJECT:

# LEG - 5

Request the enclosed \_\_\_\_\_ language material, which is described below, be translated  verbatim  in summary and the translation distributed as indicated.

**Description of Material:** Dated \_\_\_\_\_ and received on \_\_\_\_\_ under \_\_\_\_\_ classification from:

**Disposition of Material:**  Return to this Office  Retain at Bureau  Other:

**Disposition of translations:**

\_\_\_\_\_ copies to \_\_\_\_\_ \_\_\_\_\_ copies to \_\_\_\_\_  
\_\_\_\_\_ copies to \_\_\_\_\_ \_\_\_\_\_ copies to \_\_\_\_\_

Communication for dissemination to be prepared by \_\_\_\_\_ office.

**Remarks:**

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2008 BY SP8 AUM/DMF  
MOR-16

**Status:**

Bureau - Enc. ( )

The American Embassy

Dear Sir:

For your information, I am enclosing the material described below, which may be of interest to you.

Very truly yours,

Legal Attache

Reference:

LEG-6

Enc.:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2000 BY SP/AM/MLK  
MAR-16

- Additional investigation being conducted  
 Investigation concluded

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI ( ) DATE:

FROM : Legal Attache, ( ) ( )

SUBJECT:

Reference:

Dissemination, as outlined below, was made on dates indicated to foreign agencies listed.

LEG-7

\_\_\_\_\_ copies of

Pertinent information from

Name and Location of Agency

Date Furnished

3 - Bureau  
(1 - Foreign Liaison Desk)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2000 BY SPANUM/MA  
MOR-16

REPORT ON FUNDS SPENT ABROAD

From: Legal Attache, \_\_\_\_\_ Date \_\_\_\_\_

Number of Employees Assigned, Above Date \_\_\_\_\_

PAYMENTS RECEIVED

<u>SALARY</u>	<u>ALLOWANCES</u>	<u>TOTAL</u>	<u>SPENT IN OR RETD. TO U. S.</u>
---------------	-------------------	--------------	---

Report due February 15

Current fiscal year:  
Actual July - Dec.....

Estimate Jan. - June .....

Next fiscal year:  
Estimate July - Dec.....

Estimate Jan. - June .....

LEG-8

Report due August 15

Past fiscal year:  
Actual Jan. - June.....

Current fiscal year:  
Estimate July - Dec.....

Estimate Jan. - June.....

INSTRUCTIONS:

1. Complete only applicable portion of form -- due February 15 or August 15 -- and forward one copy to the Bureau.
2. Report in dollars. Include net salary, post, quarters and education allowances received or estimated to be received during each 6-month period, based on date of check. Check transmittal lists should be used in connection with the preparation of this report.
3. When an employee transfers from an office, prior to departure he should furnish Legal Attache "actual" figures to date of transfer. Furnish data for new assignment from date of arrival.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2000 BY SP2 RUM/maf  
MDR-16

TO: Director, FBI ( )

DATE:

FROM: Legat,

- Att:  Name-Check Section  
 Foreign Liaison Unit  
 Identification Division  
 NCIC

- Request check of Bureau  Security files  
 Criminal files  
 Identification Division records  
 Fingerprints enclosed  
 National Crime Information Center (Wanted Person and/or Property files)  
 National Crime Information Center (Computerized Criminal History)

Name -

Character -

Date of Birth -

Birthplace -

Race -

Sex -

Residences -

LEG-9

Spouse -

Date of Birth -

Birthplace -

Remarks -

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/2000 BY SP0Aun/jmf  
MOR-16



UNITED STATES GOVERNMENT

**SECRET**

# Memorandum

TO : Mr. White

DATE:

FROM : B. P. Herndon

SUBJECT: [BUREAU SOURCE #3] (S) GENERAL

This is classified ~~TOP~~ SECRET as it divulges information on a highly sensitive source.

[Enclosed is Bureau Source #3 material for transmission to the National Security Agency by secure teletype, Attention:] (S)

[65-56904] (S)  
Enc.

(1)

7-46 (S)

10/2/2000

CLASSIFIED BY SP3 RUM/mf  
DECLASSIFY ON: 25X 4

# MDR-16

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE.

**SECRET**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

5

10

15

25

30

7-50

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/24/2000 BY SP8 sum/mt  
mbr-14

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT: TECHNICAL EQUIPMENT

- Equipment listed below has been received. After repairs have been made it will be returned to your office.
- Equipment listed below has been repaired and is being returned to your office.
- Equipment listed below is being shipped to your office for  permanent  temporary assignment. Appropriate inventory changes should be made.
- 

7-66

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 RUM/lmf  
MDR-16



\_\_\_\_\_

EOD \_\_\_\_\_

DOB \_\_\_\_\_

Technical Security School \_\_\_\_\_

Retraining

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Qualifications

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7-77

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 RUM/kmf  
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

Gentlemen:

The Federal Bureau of Investigation is interested  
in obtaining available technical information and specifications  
pertaining to

7-79

Since this material might have possible uses in  
connection with official investigations, it would be appreciated  
if you would afford confidential treatment to this inquiry.  
Please direct your reply for the attention of the Federal  
Bureau of Investigation Laboratory.

Very truly yours,

*Clarence M. Kelley*  
Clarence M. Kelley  
Director

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 Rm/lmf  
MDR-16

7-102

# RECOMMENDED FOR DELETION 6/12/75

## COMSEC EQUIPMENT STATUS

System:  AFSAM 7  KL-7A  Modified

### Component

#### SERIALLY NUMBERED

- 1. Base # \_\_\_\_\_
- 2. Stepping Unit # \_\_\_\_\_
- 3. Cipher Unit # \_\_\_\_\_
- 4. Case # \_\_\_\_\_
- 5. Complete Machine # \_\_\_\_\_
- 6. Keyboard Adapter # \_\_\_\_\_
- 7. Power Pack HSP-1 # \_\_\_\_\_
- 8. Rotors; Type # \_\_\_\_\_
- 9. HL-1B # \_\_\_\_\_
- 10. Manual; Type # \_\_\_\_\_

#### TAG NUMBERED

- 11. Printer Unit # \_\_\_\_\_
- 12. Contact Panel # \_\_\_\_\_
- 13. Keyboard Assembly # \_\_\_\_\_
- 14. Power Converter # \_\_\_\_\_

- C-T Section
- Code Room
- Quantico

# 7-102

### Location

\_\_\_\_\_ Field Office

\_\_\_\_\_ Legal Attache

### Sent and Received

Received from \_\_\_\_\_ Sent to \_\_\_\_\_ Date \_\_\_\_\_

### Condition

- New
- Operating
- Defective

Remarks: \_\_\_\_\_

# RECOMMENDED FOR DELETION 6-12-75

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/26/00 BY SP2 RSM/llm

MDR-16

Repaired by \_\_\_\_\_ Date \_\_\_\_\_

Routing:	EQUIP. IN	EQUIP. OUT	CHANGE STATUS
	Vault	Vault	EDP
	EDP	Mr. Newpher	Vault
	Mr. Gleason	Mr. Gleason	
	Vault	EDP	





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

Registered

Date:

To: The Inspector General, Office of Investigation  
Department of Housing and Urban Development  
Washington, D. C. 20410

From: Director, Federal Bureau of Investigation

Subject:

7-116

Your Claim #:

Your File #:

Reference: Letter dated

The original documents which were transmitted with your  
referenced letter are returned herewith.

Photographs of the original documents and any photocopies  
which you may have submitted in connection with this case are retained  
in the Bureau's files.

The results of the Laboratory examination and the investi-  
gation being conducted will be submitted to you subsequently.

Enclosures

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 RUM/lmf  
MDR-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

To:

In Reply, Please Refer to  
File No.

From: Director, Federal Bureau of Investigation

RE:

7-124

The FBI Laboratory has received evidence which you sent for examination in the above-entitled case. A Laboratory report will be sent to you after the examination has been completed.

For your information, it is the established policy of the FBI Laboratory, that the results of a voiceprint examination be used only for your investigative assistance. No testimony by FBI Laboratory experts will be provided.

Should you find the above condition acceptable please indicate by signing this letter in the space provided. If you desire that no voiceprint examination be conducted in this matter, so designate by checking the space at the very bottom of this letter. The evidence will be promptly returned to you via registered mail.

An enclosed self-addressed envelope has been provided for your convenience. No postage is necessary. The examination is being held in abeyance pending receipt of the requested information.

1. It is agreed that the results of any voiceprint examination conducted by the FBI Laboratory in the above case will be used only for the investigative assistance of this Department in connection with a criminal matter. The results will not serve as the basis for any grand jury, court or administrative proceedings against any individual. It is understood that no expert voiceprint testimony will be provided by the FBI Laboratory, and none is requested.

\_\_\_\_\_  
(Signed)

2.  It is requested that no voiceprint examination be conducted in connection with the above case and that the submitted evidence be returned.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/26/2000 BY SP2 ram/jmf  
MDR-16

	SENT	REC'D	ACK.
1966			
1967			
1968			
1969			
1970			
1971			
1972			
1973			
1974			
1975			
1976			
1977			
1978			
1979			
1980			
1981			

8-25 (Rev. 11-18-66)

	SENT	REC'D	ACK.
1936			
1937			
1938			
1939			
1940			
1941			
1942			
1943			
1944			
1945			
1946			
1947			
1948			
1949			
1950			

	SENT	REC'D	ACK.
1951			
1952			
1953			
1954			
1955			
1956			
1957			
1958			
1959			
1960			
1961			
1962			
1963			
1964			
1965			

8-25

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/00 BY SP8 RUM/MLC  
MDR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC

DATE:

FROM : Inspector

SUBJECT:

CI PCI TE PC

SI PSI EI PEI

137 -

134 -

170 -

The file pertaining to the above-captioned informant has been reviewed by the Inspection Staff, and the informant has been rated as:

- Excellent
- Very Good
- Good
- Fair
- Poor
- Insufficient Data to Rate

10-16

You are referred to the appropriate survey for instructions as to those informants rated "Poor." If rated "Fair," this matter should be followed closely by you for 90 days. Specific assignments should be given the informant during this period. If, at the end of 90 days, no positive improvement is shown, the file should be closed. The Bureau should be advised of the action taken as to those informants rated "Fair," i.e., were they closed out or did they become productive.

Remarks:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 Rm/lmc  
MDR-16

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC,

DATE:

FROM : Director, FBI

SUBJECT:

8-119

ReBulet to Albany dated 5/6/74 captioned "Interesting Case Write-up Program. "

An Interesting Case write-up is requested on captioned subject. Refer to SAC Letters 65-5(E) and 70-17(A), and Part II, Section 6-D, of the Manual of Rules and Regulations for detailed instructions on the preparation of Interesting Case write-ups.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/26/2000 BY SP8 RUM/UMK  
MDR-16

**MEDIA CONTACT**

**Name:**

**Media:**

**Address:**

**Phone:**

**How Contact Made:**

**Date of Contact:**

8-159 (Rev. 10-9-73)

DOJ/FBI

External Affairs



8-159

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/00 BY SP6 AM/mf  
MDR-16

8-160

**ENCLOSURE AND/OR ENVELOPE  
SENT TO MAIL ROOM**

**LETTER DATED \_\_\_\_\_  
SENT TO DIRECTOR'S OFFICE**

4-638-(7-28-59) 8-160

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2001 BY SP2 RUM/lmf

MDR-16

Date of Latest Inspection	Date of Latest Recheck	Ratings					Contacts
		PC & M	Investigative Operations	Administrative Operations	Personnel Matters	Applicant Recruitment Matters	
		10-3					
		ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/26/2000 BY SP8 bvm/kmf mdr-16					

Date of Latest Inspection	Date of Latest Recheck	Ratings					
		PC & M	Investigative Operations	Administrative Operations	Personnel Matters	Applicant Recruitment Matters	Contacts

**MEMORANDUM FOR DATA PROCESSING SECTION**

ROUTE TO ROOM 6221 IDENTIFICATION BUILDING

SOCIAL SECURITY NUMBER

NAME	LAST	FIRST	MIDDLE
REPORTED TO	DIVISION	SECTION	UNIT
FROM	DIVISION	SECTION	UNIT
EFF. DATE			

C0 C0 C0 C0 C0 C0 C0 C0 C0 C0  
 C1 C1 C1 C1 C1 C1 C1 C1 C1 C1  
 C2 C2 C2 C2 C2 C2 C2 C2 C2 C2  
 C3 C3 C3 C3 C3 C3 C3 C3 C3 C3  
 C4 C4 C4 C4 C4 C4 C4 C4 C4 C4  
 C5 C5 C5 C5 C5 C5 C5 C5 C5 C5  
 C6 C6 C6 C6 C6 C6 C6 C6 C6 C6  
 C7 C7 C7 C7 C7 C7 C7 C7 C7 C7  
 C8 C8 C8 C8 C8 C8 C8 C8 C8 C8  
 C9 C9 C9 C9 C9 C9 C9 C9 C9 C9

**NOTE:**

THIS CARD SHOULD ONLY BE USED

- (1) WHENEVER AN EMPLOYEE IS RECEIVED FROM THE FIELD, ANOTHER DIVISION OR ENTERING ON DUTY.
- (2) WHEN AN EMPLOYEE IS TRANSFERRED FROM ONE SECTION OR UNIT TO ANOTHER WITHIN THE SAME DIVISION.
- (3) WHEN AN EMPLOYEE IS TRANSFERRED FROM FBIHQ TO THE FIELD.

**FOR DATA PROCESSING USE ONLY**

EFFECTIVE DATE	NEW				OLD		RESIDENT AGENCY		STATUS	INITIALS
	ACTION	WHERE WORKING	TITLE	CS CODE	WHERE WORKING	TITLE	FIELD OFFICE	RA CODE		

O - 2 FORM (REV. 2-14-73)

0-2

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP/DA/AM/MAF  
mbr-16

0-4 (Rev. 11-19-64)

FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

DATE:

Re:

TO:

0-4

Invoice of Contents

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2/ELM/lmf  
moe-16

FBI File No.

All items listed above are contained in this package. A detailed description of items will be found in Bureau communication dated

, #

FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C. 20535

DATE:

Re:

TO:

*0-4a*

Invoice of Contents

- Crypt.-Trans.
- Document
- P & C
- Radio Engineering
- LFPS

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 9/26/2000 BY SP2 nmj/lmc  
*MDR-16*

Special Instructions:

Mail Room: Show shipment date and registry number.  
 Shipping Room: Show shipment date; bill of lading number;  
 initial invoice; return to Section checked in block; after  
 initialing in block, invoice to be placed in administrative file.

FBI File No.



TO: SAC:

- Albany
- Albuquerque
- Alexandria
- Anchorage
- Atlanta
- Baltimore
- Birmingham
- Boston
- Buffalo
- Butte
- Charlotte
- Chicago
- Cincinnati
- Cleveland
- Columbia
- Dallas
- Denver
- Detroit
- El Paso
- Honolulu

- Houston
- Indianapolis
- Jackson
- Jacksonville
- Kansas City
- Knoxville
- Las Vegas
- Little Rock
- Los Angeles
- Louisville
- Memphis
- Miami
- Milwaukee
- Minneapolis
- Mobile
- Newark
- New Haven
- New Orleans
- New York City
- Norfolk

- Oklahoma City
- Omaha
- Philadelphia
- Phoenix
- Pittsburgh
- Portland
- Richmond
- Sacramento
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- San Juan
- Savannah
- Seattle
- Springfield
- Tampa
- Washington Field
- Quantico

TO LEGAT:

- Beirut
- Bern
- Bonn
- Brasilia
- Buenos Aires
- Caracas
- Hong Kong
- London
- Madrid
- Manila
- Mexico City
- Ottawa
- Paris
- Rome
- Singapore
- Tel Aviv
- Tokyo

RE:

Date \_\_\_\_\_

0-7

Retention For appropriate

For information  optional  action  Surep, by \_\_\_\_\_

The enclosed is for your information. If used in a future report,  conceal all sources,  paraphrase contents.

Enclosed are corrected pages from report of SA \_\_\_\_\_ dated \_\_\_\_\_

Remarks:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/21/2000 BY SP2 *nm/mc*  
MAR-16

Enc.  
Bufile  
Urfile

Federal Bureau of Investigation

0-14

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed             Incomplete

Director  
Federal Bureau of Investigation

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 sum/lmc  
mae-16

Federal Bureau of Investigation

0-14e

Director  
Central Intelligence Agency

BY CIA COURIER

ATTENTION: Director, Office of Security

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed                       Incomplete

Director  
Federal Bureau of Investigation

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 [signature]  
MAR-16

Enc.

Federal Bureau of Investigation

0-14f

Director  
Central Intelligence Agency  
Washington, D. C. 20505

BY CIA COURIER

ATTENTION: Deputy Director for Operations

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed                       Incomplete

Director  
Federal Bureau of Investigation

Enc.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/12/2000 BY SP2 nm/mf  
MAR-14

Federal Bureau of Investigation

Assistant Chief of Staff for Intelligence  
Department of the Army  
USAINTA LNO (MIA-SO-L)  
Room 1J073, Forrestal Building  
1000 Independence Avenue, Southwest  
Washington, D. C. 20314

0-14h

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed             Incomplete

Director  
Federal Bureau of Investigation

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP6 AM/mf  
MDR-14

Enc.

Federal Bureau of Investigation

O-14w

Director  
National Security Agency  
Fort George G. Meade, Maryland 20755

ATTENTION:  Director of Security  Customer Relations

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:  Completed  Incomplete

Director  
Federal Bureau of Investigation

Enc. ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 RUM/UMF  
mbr-16

0-14y

Federal Bureau of Investigation

0-14y

Commanding General  
United States Army Intelligence Command  
Fort Holabird, Maryland 21219

- 1. For your information, I am enclosing communications which may be of interest to you.
- 2. It will be appreciated if you will have the investigation conducted as requested in the enclosed memorandum and furnish the results.
- 3. No further investigation is contemplated with regard to this matter.
- 4. You will be advised of the pertinent developments in connection with this inquiry.
- 5. Please note change in caption of this case.
- 6. Status of case:     Completed                       Incomplete

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/00 BY SP2 NML/mf  
MDR-16

Director  
Federal Bureau of Investigation

DELETED

Enc.

4-30-75

O-41

0-41 (4-15-56) \* U. S. GOVERNMENT PRINTING OFFICE: 1972-455-949

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 am/mg  
MDR-16



UNITED STATES GOVERNMENT

# Memorandum

TO : Assistant Attorney General  
Criminal Division

DATE:

FROM : Director, FBI

SUBJECT:

O-75

## ELECTRONIC SURVEILLANCE

Reference is made to your memorandum dated

On the basis of identifying data provided by the Department concerning captioned individual(s), a review has been made of appropriate records. (He was) (They were) not the target(s) of an electronic surveillance nor were any of (his) (their) conversations monitored by an electronic device of the FBI. Further, this Bureau did not maintain any electronic surveillance on premises which were known to have been owned, leased, or licensed by the above individual(s).

It is suggested that other Federal investigative agencies be contacted to determine if they had coverage of the subject(s).

DELETED  
4-29-75

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SPO ALM/Vmf  
MDR-16

12-64





ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2000 BY SP2 BSM/mrf  
mde-16

UNITED STATES GOVERNMENT

# Memorandum

TO :

DATE:

FROM :

SUBJECT:

12-12

Reference is made to Part II, Section 7B, 2a, (2), of the Manual of Rules and Regulations, which provides that advances granted for transportation costs must be accounted for within 45 days, and advances granted for transportation plus storage expenses must be accounted for within 75 days. It is pointed out that no exceptions can be made in connection with this policy.

Bureau records indicate that the above-captioned employee received an advance of funds in the amount of \_\_\_\_\_ on \_\_\_\_\_ which should have been accounted for no later than \_\_\_\_\_

It is requested that you advise the above employee that immediate arrangements must be made to liquidate this advance.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/26/2006 BY SP2 am/maf  
MDR-16

12-20

Office	Period	Informant
Material and Number of Search	Symbol Numbers	
Initials	Date	Aliases

Date	Period and Remarks	Services & Expenses	Services	Expenses	Total
<h1>12-20</h1>					
<p>ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/26/2000 BY SP8 AUM/lmf mde-16</p>					

~~CONFIDENTIAL~~ RECEIPT

Disbursement

Date \_\_\_\_\_

Refund

Number \_\_\_\_\_

Received of \_\_\_\_\_

\$ \_\_\_\_\_  
Amount

Purpose \_\_\_\_\_

12-19

Approved

by \_\_\_\_\_

Received

Payee \_\_\_\_\_

Return to: Assistant Director  
Computer Systems Division

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 12/20/00 BY SP/AM/MLF

MOR-16



Divisional Count of Employees as of 9:00 A.M.

on "Where Working" Basis

Division	Active Duty Employees by Assignment			Total MLWOP	Total SLWOP	Grand Total
	Agents	Clerks	Total			
Director's Office						
Associate Director's Office						
Identification						
Training						
Administrative						
Files and Communications						
Intelligence						
General Investigative						
Laboratory						
External Affairs						
Special Investigative						
Inspection						
Office of Legal Counsel						
Computer Systems						
Office of Planning and Evaluation						
TOTAL FBIHQ						
Field Clerks						
Field Agents						
TOTAL FIELD						
COMBINED TOTALS						

12-24

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/16/00 BY SP8/rum/vmf  
mde-14

# Includes employees ( Agents, Clerks) assigned to Records Section

Name:  
Sex:  
Race:  
Birth date:  
Height:  
Weight:  
Build:  
Hair:  
Eyes:  
Complexion:  
Scars & Marks:

Peculiarities:

Marital Status:  
Relatives:

Nationality:  
Birth place:  
FPC:

FBI or PD No.:

SSN:

3-435 (REV. 10-30-59)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/16/2001 BY SP2 RUM/UMF  
MDR-16

12-35



